

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL


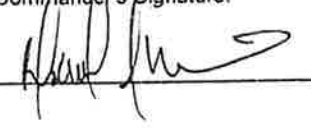
INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

Command: Sante Fe Springs	Division: Southern	Number: Eight (8)
Evaluated by: Sgt. Michael Stefanoff # 14924		Date: 06/04/2009
Assisted by: Officer Clifford Porter # 16738		Date: 06/04/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Office of Inspections <input type="checkbox"/> Voluntary Self-Inspection		Lead Inspector's Signature: 	
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Follow-Up Inspection BY: _____	Commander's Signature: 
Date: 6/19/09			
For applicable policies, refer to HPM 11.1, Chapter 20.			
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.			
1. Does the command have sufficient procedures to ensure that a CHP 735, Incident Response Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2. What are these procedures?		<input type="checkbox"/> N/A	Remarks:
<p>This command has the Area Accident Investigation Officer verify that the Cost Recovery Criteria has been met with an arrest for a violation of California Vehicle Code section 23152 or 23153. He/she also determines if the arrested party caused a response to an incident and has a supporting Blood Alcohol Concentration Test (BAC Test) with a result of .08% or greater, meeting the criteria for the CHP 735 "A" section. The officer may utilize the conditions of the CHP 735 "B" section in the case of a BAC Test that returns under the .08%, a refusal to take the BAC Test, or a chemical test that is for drugs only. The Accident Investigation Officer reviews the report and ensures that a CHP 735 is attached when the criteria is met. The Accident Investigation Officer then forwards the CHP 735 to the Sergeants Office for review. The On-Duty Sergeant reviews the CHP 735 for accuracy. The Sergeant initials the CHP 735 and separates the CHP 735 from the report. The Sergeant forwards the CHP 735 to the Lieutenant for approval. The Lieutenant reviews the CHP 735 and signs the CHP 735 for the Area Commander. Once approved, the CHP 735 is forwarded to the CHP 735 Clerk (Office Assistant) who forwards the CHP 735 to Fiscal Management Section (FMS). If the CHP 735 is pending for a Blood result or a Conviction Date, the CHP 735 Clerk puts the CHP 735 in a separate file until the results come in. The CHP 735 Clerk checks the file and updates the file on a weekly basis.</p>			

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

3. Does the command have a specific employee(s) assigned to process all CHP 735 forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
4. If the answer to question 3 of this checklist is yes, is the responsibility of processing all CHP 735 forms listed in their job description or any other document?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Area S.O.P. for Office Assistant II 19.3 (A).

5. Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: <ul style="list-style-type: none"> • A Blood Alcohol Content (BAC) under .08% • A chemical test is positive for drugs only • There is no supporting BAC test of drug test (i.e., a refusal) 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? <ul style="list-style-type: none"> • The date of BAC results of \geq.08% were received • The date of BAC results of \geq.04% were received for a commercial driver 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 1.
8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? <ul style="list-style-type: none"> • The person arrested refused to provide a chemical test • The arrest was for drugs only • A BAC of $<$.08% was obtained 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 2.
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None Inspected.
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 3.
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? <ul style="list-style-type: none"> • Response Time • On-Scene Investigation • Follow-up Investigation • Report Writing • Vehicle Storage • Call Back • Field Sobriety Testing • Transportation • Booking • Chemical Testing • Traffic Control 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Is a copy of the CHP 735 being retained at the command and filed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 4.
19. In the absence of a CHP 735A, how is the command tracking the DUI Cost Recovery Program? No current log utilized.				

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? <ul style="list-style-type: none"> Defendant Information Violation Information Court Information FMS Information BAC test results 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Suspense file separate for pending Blood results and Convictions.
21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No cases over 12 months located in the office.
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None located and no tracking system in place to verify.
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Processed by FMS
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Question 25 pertains to Fiscal Management Section.				
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: All returned 735's for corrections are reviewed by the Sergeants and returned to the Officer if corrections are required.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

age 1 of 4

Command: Santa Fe Springs	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 06/3/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Ten (10) hours	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 06/22/09		
Chapter Inspection: Eight (8) – Command DUI Cost Recovery			
Inspector's Comments Regarding Innovative Practices: None.			

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

On June 3, 2009, the Southern Division Inspection Team conducted an inspection of the Santa Fe Springs Area. The scope of the inspection included the Driving Under the Influence Cost Recovery Program (CHP 735). The inspection was conducted in accordance with the Command Inspections Manual, Highway Patrol Manual 22.1 (HPM), Chapter 8. Ten percent (12 documents) of the Area's CHP 735's for the previous twelve months were inspected.

The CHP 735 program is currently being processed and monitored by the Area Arrest Reports Clerk (Office Assistant II – OA II). OA II, D. Cooper, #A13097, assumed the position in June 2008. In addition to regularly assigned duties the CHP 735 clerk has some understanding of the requirements of HPM 11.1, Chapter 20, and is fairly organized with paperwork files. Currently, the Field Lieutenant is the final level of review for the CHP 735's. After review by the on-duty Sergeant, the CHP 735 is forwarded to the Lieutenant for review and signature. The CHP 735 is then forwarded to the CHP 735 Clerk for processing to Fiscal Management Section (FMS).

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: Santa Fe Springs	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 06/3/2009

age 2 of 4

The Santa Fe Springs Area Commander assumed the position in May 2006. It is apparent that the Area Commander has taken an active role in the management and importance of the Area's DUI Cost Recovery Program. The Area has the officers submit the CHP 735 to their immediate supervisor to ensure all documents are completed and accurate for those incidents meeting the DUI Cost Recovery criteria.

ACTION ITEMS

Action Item #1 – Ensure all CHP 735's are processed and forwarded to Fiscal Management Section within ten (10) business days of the established criteria (CHP 735 – Section A), in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #7).

- The Area is currently not utilizing any type of log or spreadsheet to track and monitor cases meeting the DUI Cost Recovery criteria. It was determined that there is no uniform method of recording the date the CHP 735 was forwarded to FMS. Very few CHP 735's have the date written directly on them. Some documents have the date indicated on a route slip attached to the copies when the CHP 735 was processed. Although eventually processed (verified by the quarterly FMS reports) most of the CHP 735's had no indication of the date it was forwarded to FMS. Without an FMS date there is no verification of the documents being submitted within the required ten day time frame.
- The CHP 735 Clerk currently relies on the Area Evidence Officer to obtain the B.A.C. results and enter them into AIS. The CHP 735 Clerk periodically checks the status of the B.A.C. results of the pending CHP 735's through AIS once they are entered. Without immediate notification from the Evidence Officer of the B.A.C. results, the CHP 735 Clerk does not have immediate access to B.A.C. results for the processing of CHP 735's within the required ten day time frame.

Action Item #2 – Ensure all CHP 735's are processed and forwarded to Fiscal Management Section within ten (10) business days of the established criteria (CHP 735 – Section B), in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #8).

- The Area is currently not utilizing any type of log or spreadsheet to track and monitor cases meeting the DUI Cost Recovery criteria. It was determined that there is no uniform method of recording the date the CHP 735 was forwarded to FMS. Very few CHP 735's have the date written directly on them. Some documents have the date indicated on a route slip attached to the copies when the CHP 735 was processed. Although eventually processed, verified by the quarterly FMS reports, most of the CHP 735's had no indication of the date it was forwarded to FMS. Without an FMS date there is no verification of the documents being submitted within the required ten day time frame.
- The CHP 735 Clerk monitors the suspense file and criminal conviction status when not completing other assigned duties. The CHP 735 Clerk currently does not have access to any court information through CCHRS or the TCIS. The sole source for verifying the court disposition

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: Santa Fe Springs	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 06/3/2009

age 3 of 4

status is through an individual Criminal History, utilizing the M.I.S. system. The CHP 735 Clerk will periodically call the appropriate court to obtain the disposition of a case or rely on the information received from the Area Court Officer. Although the CHP 735's are normally processed once the conviction status is verified, no immediate or real time access is available to process the CHP 735's. Therefore, the CHP 735's are not always completed, reviewed and processed within the required ten day time frame.

Action Item #3 – Ensure the notes portion of the CHP 415 indicates billable DUI time and broken down by specific billable activity when the CHP 415 includes more than one activity. In addition, the arrestees name and case number shall be included on the CHP 415 in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #13).

- It is the responsibility of the on-duty Sergeant to ensure all time indicated on a submitted CHP 735 corresponds with an attached CHP 415 for that incident. The majority of the CHP 415's indicate billable activity time by highlighting the time to correspond with the CHP 735, however no additional information, regarding their activity, is placed in the notes portion as required.
- The majority of the investigating officers handling incidents requiring a CHP 735 correctly categorize their activity between the CHP 415 and CHP 735. In addition, the majority of the officer's also place the defendants name and case number on the CHP 415 as required. However, several of the CHP 415's submitted with the CHP 735's, for additional officers on scene, do not contain the defendant's name and have their activity time documented as "Other Assists." Although the total number of hours on the CHP 735 corresponds to the attached CHP 415, the billable activity time, meeting the DUI Cost Recovery criteria, is not itemized on the CHP 415. As a result, this creates some confusion on the amount of time documented for DUI Cost Recovery for a specific incident for the additional officers.

Action Item #4 – Ensure the Area is utilizing some type of system to track cases qualifying for the DUI Cost Recovery Program and their submission to Fiscal Management Section (Question #18).

- The Area is currently not utilizing any type of log or spreadsheet to track and monitor cases meeting the DUI Cost Recovery criteria. It was determined that there is no uniform method of recording the date the CHP 735 was forwarded to FMS. Although the CHP 735 Clerk does have access to the AIS, it is not being utilized to track or record CHP 735 information. The AIS is being utilized by the Area Evidence and Court Officers, by recording the CHP 735 information in the database. By adequately utilizing this system to enter and store valuable information regarding these incidents, there is no duplication of information, thus eliminating the potential for errors. In addition, by utilizing the AIS system, the CHP 735A Case Log is automatically generated by the arrest date, which creates an accurate, up to date, suspense and tracking system.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Within the next 30 days Area will implement the following:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

age 4 of 4

Command: Santa Fe Springs	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 06/3/2009

Action Item #1. Area will ensure all CHP 735 forms are processed and forwarded to Fiscal Management Section (FMS) within the required time frame. The date will be documented on the top of each CHP 735 form indicating when it was forwarded to FMS. A log will be created to accurately track each CHP 735 form (Section A).

Action Item #2. A log will be created to accurately track each CHP 735 form (Section B). Additionally, the CHP 735 clerk will work closely with the court / evidence officer to obtain required information from the courts to complete the CHP 735 forms in a timely manner. Area will also explore the possibility of the Area CHP 735 clerk getting access to the CCHRS and or the TCIS system for needed information.

Action Item #3. Area will provide training to all officers and sergeants regarding the proper documentation of required information on the CHP 415, Daily Field Record, and CHP 735 forms per Departmental policy (HPM 11.1, Chapter 20). This will occur during training days and daily briefing items.

Action Item #4. Area will use the CHP 735A form to accurately track cases. Additionally, training will be provided to personnel responsible for tracking cases eligible for DUI Cost recovery specifically by using the Automated Information System (AIS).

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

Required Action

Corrective Action Plan/Timeline

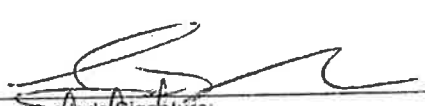
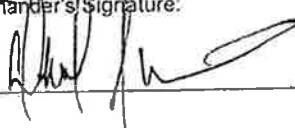
See above, Commander's Response.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 6/19/09
	INSPECTOR'S SIGNATURE 	DATE 6-16-09
<input type="checkbox"/> Reviewer discussed this report with employee	REVIEWER'S SIGNATURE 	DATE 6.24.09
<input checked="" type="checkbox"/> Concur	<input type="checkbox"/> Do not concur	

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: 550 SFS	Division: Southern	Number: Chapter 8
Evaluated by: Justine Lam		Date: 6/3/09
Assisted by: Ana Markey		Date: 6/3/09

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION				Lead Inspector's Signature:	
<input checked="" type="checkbox"/> Division Level		<input type="checkbox"/> Command Level		 Commander's Signature:  Date: 6/9/09	
<input type="checkbox"/> Office of Inspections		<input type="checkbox"/> Voluntary Self-Inspection			
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Follow-Up Inspection BY: _____			
For applicable policies, refer to HPM 11.1, Chapter 6.					
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.					
1. Prior to the performance of services, is the contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
2. Does the billing rate include mileage and other expenses such as uniform or equipment damage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
4. Is the billing code documented on the Reimbursable Services Billing Memorandum?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
8. Are written requests for specific services directed to the appropriate command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
9. Are traffic control services less than \$50,000 approved by Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
10. Are traffic control services estimated to be \$50,000 or more approved by the Office of the Commissioner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed, none were over \$50,000	
11. Are extraordinary protective services approved by the Assistant Commissioner, Field?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed, none were protective services.	

STATE OF CALIFORNIA
 DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
 CHAPTER 8
 COMMAND REIMBURSABLE SERVICES

Questions 12 through 17 pertain to collecting advance deposits.

12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #1
14. Are advance payments collected from the contracting company prior to the start of the service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

Questions 18 through 31 pertain to the preparation of agreements.

18. Is a CHP 466 maintained?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #2
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #2
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #2
22. Are sequential numbers not matching Billing Memorandums reconciled?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #2
23. Is the original RSA signed and filed at Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed required the inclusion of the indemnification clause.
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed required the inclusion of the indemnification clause.
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed were over \$50,000.
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There are several existing contracts in place with some governmental agencies. If no contract has been entered, then an agreement (CHP465) is attached.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

29. Are dignitary protection services referred to the Office of Dignitary Protection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 32 through 38 pertain to training agreement procedures and reporting for services provided.				
32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No outside training has been provided by the Area
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEED, MAZEED, extraordinary protective services, and special projects) within 5 days?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #3
34. Are copies of CHP 467 forms forwarded to the next level of review?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #2
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
38. Are outstanding items being inspected and resolved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 39 through 52 pertain to extraordinary protective services and report of overtime hours for reimbursable special projects.				
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No extraordinary protective services agreements were reviewed.
40. Is a reimbursable special project code obtained on every contractual service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
44. Are overtime reports approved and dated by the commander after reconciling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: A copy is due to the Division by the 15 th of each month. The due date is delayed because the overtime report does not get printed by Headquarters until the 9 th .
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None inspected. In the rare occasion non-uniformed time is involved, CHP71 is attached to the OT report.
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
51. Are all payments made directly to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: All checks made to CHP
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Commands do not receive information from Headquarters regarding delinquent accounts. Therefore commands cannot track this information.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: 550 SFS	Division: Southern	Chapter: 8
Inspected by: Ana Markey & Justine Lam		Date: 6/3/09

Page 1 of 4

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 5	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 6/22/09		
Chapter Inspection: 8 REIMBURSABLE SERVICES			
Inspector's Comments Regarding Innovative Practices:			

None.

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

On June 3, 2009, Southern Division conducted an inspection on Santa Fe Springs Area's reimbursable services. Since the Area had a minimal amount of reimbursable services, 100% inspection was done for the period of May 1, 2008 to April 30, 2009. Highway Patrol Manual (HPM) 22.1 Chapter 8 and Highway Patrol Manual (HPM) 11.1, Chapter 6, was used to assess the Area's compliance for reimbursable services.

Santa Fe Springs Area's reimbursable services is handled by the Area Overtime Coordinator, Officer Jon Osti as designated by the Area Standard Operating Procedures (SOP). Officer Osti has assumed this position for approximately one year. It was apparent during this inspection that Officer Osti had good knowledge of the policies and procedures relating to reimbursable services.

After completion of the CHP 465 and 467, Officer Osti forwards the documents to the Commander for review and signature.

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

Command: 550 SFS	Division: Southern	Chapter: 8
Inspected by: Ana Markey & Justine Lam		Date: 6/3/09

age 2 of 4

ACTION ITEMS

Action Item #1

Question 13: Is a CHP 465 form completed in accordance with policy?

- One document reviewed did not have the requesting company's signature.

Action Item #2

Question 18: Is a CHP466 maintained?

Question 20: Is the CHP466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?

Question 21: Are all sequential numbers accounted for when reconciling with the Billing Memorandum?

Question 22: Are sequential numbers not matching Billing Memorandums reconciled?

Question 36: Is a copy of the command's Reimbursable Services Control Log forwarded or emailed to the Division Coordinator at the end of each month?

- The log was neither reconciled nor forwarded to Southern Division as there was no CHP 466 (R# Log) maintained by the Area.

Action Item #3

Question 33: Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEED, MAZEED, extraordinary protective services, and special projects) within 5 days?

- Four documents reviewed did not get completed within the required timeframe.
- Although the five day timeframe is not a policy, it is recommended that the CHP 467 and CHP 465 be sent to Fiscal Management Section (FMS) as expeditiously as possible

Note: The following items were not part of the Chapter 8 checklist however the discrepancies below were identified during the inspection:

- *It was identified that there were no billing documents (CHP 467, CHP 313) completed and sent to Fiscal Management Section (FMS) on all the reimbursable details for the Bureau of Automotive Repair (BAR). Per Officer Osti, he was not aware that billing documents were needed for this type of service and that all the BAR details did not have any billing documents attached.*

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

age 3 of 4

Command: 550 SFS	Division: Southern	Chapter: 8
Inspected by: Ana Markey & Justine Lam		Date: 6/3/09

- On the COZEEP/MAZEEP reimbursable contracts the mileage on one of the Daily Reports did not get written on the 415 and another one had the wrong mileage amount entered on the 415.
- Two documents were found to not have the counter receipt (CHP251) number written on the checks collected. Per HPM11.1, Chapter 4, paragraph 8a.(6), the counter receipt number needs to be indicated on the check.
- On the CHP465 form (#9 line item), the deposit collected should be indicated when a check was collected by the Area. It was identified that two documents did not have the check amount and check number entered on the CHP 465's.
- On the CHP467, the check amount should only be entered in the Deposit Collected field when a check is received by the Area. One document was found to have indicated that a payment was collected when no check was received.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

See below for Area Corrective Action

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

Required Action

Corrective Action Plan/Timeline

Within the next thirty days Area will implement the following:

Action Item #1. Area will assign a supervisor to immediately oversee the Area Overtime Coordinator. This will help improve the review process of all required paperwork and confirm all information and required signatures are obtained.

Action Item #2. A copy of the CHP 466, Reimbursable Services Control Log, will be placed in suspense for every July 1st. This will ensure Area starts a new log for each fiscal year. Additionally, the CHP 466 will be placed in the suspense log to ensure a copy is forwarded to Division on the first of each

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

age 4 of 4

Command: 550 SFS	Division: Southern	Chapter: 8
Inspected by: Ana Markey & Justine Lam		Date: 6/3/09

month. Prior to submittal, each CHP 465 Reimbursable Letter of Agreement will be reviewed by a supervisor prior to submittal to Division.

Action Item #3. The assignment of a supervisor to oversee the overtime coordinator will help with the accuracy and timeliness and will assist the Area meet Departmental Policy in the completion of required documentation.

All required documentation will be cross referenced for accuracy including but not limited to CHP 465, 466, 467, 313, 415 and CHP 251 Counter Receipts.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 6/19/09
	INSPECTOR'S SIGNATURE 	DATE 6-16-09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 6-24-09

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

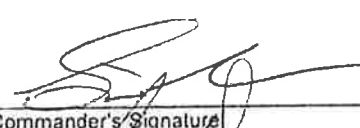

SPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

Command: Newhall	Division: Southern	Number: Eight (8)
Evaluated by: Sgt. Michael Stefanoff # 14924		Date: 06/09/2009
Assisted by: Officer Clifford Porter # 16738		Date: 06/09/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Office of Inspections <input type="checkbox"/> Voluntary Self-Inspection		Lead Inspector's Signature: 	
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Follow-Up Inspection BY: _____	Commander's Signature: 	Date: 6-19-09
For applicable policies, refer to HPM 11.1, Chapter 20.			
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.			
1. Does the command have sufficient procedures to ensure that a CHP 735, Incident Response Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
2. What are these procedures? <p>This command has the Area Accident Investigation Officer verify that the Cost Recovery Criteria has been met with an arrest for a violation of California Vehicle Code section 23152 or 23153. He/she also determines if the arrested party caused a response to an incident and has a supporting Blood Alcohol Concentration Test (BAC Test) with a result of .08% or greater, meeting the criteria for the CHP 735 "A" section. The officer may utilize the conditions of the CHP 735 "B" section in the case of a BAC Test that returns under the .08%, a refusal to take the BAC Test, or a chemical test that is for drugs only. The Accident Investigation Officer reviews the report and ensures that a CHP 735 is attached when the criteria is met. The Accident Investigation Officer then forwards the CHP 735 to the Sergeants Office for review. The On-Duty Sergeant reviews the CHP 735 for accuracy and initials the CHP 735. The CHP 735 is separated from the report and forwarded to the CHP 735 Clerk (Office Assistant). As of March 2009, the CHP 735 Clerk gets a copy of the report along with the CHP 735. This allows her to verify the information is correct before forwarding the CHP 735 to the Lieutenant for the approval signature. Once signed, the CHP 735 Clerk forwards the CHP 735 to Fiscal Management Section (FMS). If the CHP 735 is pending for a Blood Result or a Conviction Date, the CHP 735 Clerk puts the CHP 735 in a separate file until the results come in. The CHP 735 Clerk checks the file and updates the file on a weekly basis.</p>			
3. Does the command have a specific employee(s) assigned to process all CHP 735 forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
4. If the answer to question 3 of this checklist is yes, is the responsibility of processing all CHP 735 forms listed in their job description or any other document?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

5. Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: <ul style="list-style-type: none"> • A Blood Alcohol Content (BAC) under .08% • A chemical test is positive for drugs only • There is no supporting BAC test of drug test (i.e., a refusal) 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? <ul style="list-style-type: none"> • The date of BAC results of $\geq .08\%$ were received • The date of BAC results of $\geq .04\%$ were received for a commercial driver 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 1.
8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? <ul style="list-style-type: none"> • The person arrested refused to provide a chemical test • The arrest was for drugs only • A BAC of $< .08\%$ was obtained 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The only CHP 735 forms located that met the requirements of the "B" Section are still pending for blood results or a conviction date. Therefore they have not been processed through F.M.S.
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None Inspected.
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 2.
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? <ul style="list-style-type: none"> • Response Time • On-Scene Investigation • Follow-up Investigation • Report Writing • Vehicle Storage • Call Back • Field Sobriety Testing • Transportation • Booking • Chemical Testing • Traffic Control 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Is a copy of the CHP 735 being retained at the command and filed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
19. In the absence of a CHP 735A, how is the command tracking the DUI Cost Recovery Program? The CHP 735 Clerk utilizes the CHP 735A in the Adobe Format. They are entered in by arrest date and printed out on a weekly basis for the CHP 735 Binder. The CHP 735 Clerk updates the CHP 735A and checks on the pending cases on a weekly basis. Prior to March 2009, there was no tracking system in place to adequately track and monitor the CHP 735's that were submitted.				
20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? <ul style="list-style-type: none"> • Defendant Information • Violation Information • Court Information • FMS Information • BAC test results 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None Inspected.
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks
Question 25 pertains to Fiscal Management Section.				
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None Located.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: Newhall	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 06/8/2009

Page 1 of 3

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Ten (10) hours	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 06/22/09		
Chapter Inspection: Eight (8) – Command DUI Cost Recovery			
Inspector's Comments Regarding Innovative Practices: None.			

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

On June 8, 2009, the Southern Division Inspection Team conducted an inspection of the Newhall Area. The scope of the inspection included the Driving Under the Influence Cost Recovery Program (CHP 735). The inspection was conducted in accordance with the Command Inspections Manual, Highway Patrol Manual 22.1 (HPM), Chapter 8. Due to the number of total CHP 735's prepared over the past twelve months, ten percent (7 documents) would not have been sufficient. A minimum of ten documents of the Area's CHP 735's for the previous twelve months were inspected. In addition, the Case Log – DUI Cost Recovery Program (CHP 735A) was utilized to verify the tracking and processing of the CHP 735's.

The CHP 735 program is coordinated and processed by the Area Word Processing Technician – WPT as designated by the WPT job description. WPT C. Hill, #A14340, assumed the position in March 2009. In addition to regularly assigned duties, the CHP 735 Clerk has a solid understanding of the requirements of HPM 11.1, Chapter 20, and is extremely organized with paperwork files. The CHP 735 Clerk has a good working knowledge of the Area Information System (AIS). The CHP 735 Clerk

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: Newhall	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 06/8/2009

age 2 of 3

presently utilizes the CHP 735A in Adobe and was unaware of the self generated form available in the AIS. The on-duty sergeant completes the initial review of the submitted CHP 735's and attached CHP 415's. The documents are then forwarded to the CHP 735 Clerk, who verifies the DUI Cost Recovery Criteria has been met (Section A or B) and forwards it to the Area Lieutenant. Currently, the Area Lieutenant is the final level of review for submitted CHP 735's and signs for the Area commander, before forwarding to Fiscal Management Section (FMS).

The Newhall Area Commander assumed the position in August 2008. It is apparent that the Area commander has taken an active role in the management and importance of the Area's DUI Cost Recovery Program based upon the levels of review, accuracy and detail of the CHP 735 documents submitted.

ACTION ITEMS

Action Item #1 – Ensure all CHP 735's are processed and forwarded to Fiscal Management Section within ten (10) business days of the established criteria (CHP 735 – Section A), in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #7).

- It was determined that the processing of a few CHP 735's were late based upon the time delay with receiving the B.A.C. results. Currently the CHP 735 Clerk relies upon the Evidence Officer to obtain the B.A.C. results and update the AIS system. Once the blood results are received the ten day time frame starts. Due to the aforementioned, a minimal number of CHP 735's (Section A = Blood B.A.C. results) were not processed within the required ten day time frame.

Action Item #2 – Ensure the notes portion of the CHP 415 indicates billable DUI time and broken down by specific billable activity when the CHP 415 includes more than one activity. In addition, the arrestees name and case number shall be included on the CHP 415 in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #13).

- It is the responsibility of the submitting Officer, on-duty Sergeant, CHP 735 clerk and reviewing Lieutenant to ensure all time indicated on a submitted CHP 735 corresponds with an attached CHP 415 for that incident. The majority of the CHP 415's indicate billable activity time by highlighting the time to correspond with the CHP 735, however no additional information, regarding their activity, is placed in the notes portion as required.
- The majority of the investigating officers handling incidents requiring a CHP 735 correctly categorize their activity between the CHP 415 and CHP 735. In addition, the majority of the officer's also place the defendants name and case number on the CHP 415 as required. Although the total number of hours on the CHP 735 corresponds to the attached CHP 415, the billable activity time, meeting the DUI Cost Recovery criteria, is not always itemized on the CHP

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

age 3 of 3

Command: Newhall	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 06/8/2009

415. As a result, this creates some confusion on the amount of time documented for DUI Cost Recovery for a specific incident for the additional officers.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

Required Action

Corrective Action Plan/Timeline

Action Item #1 – B.A.C. results are currently received in Area each Tuesday and Thursday. The Area Evidence Officer will make a diligent effort to update the Area A.I.S. accordingly and notify the Office Assistant charged with processing the CHP 735 to ensure strict compliance with the ten day time frame.


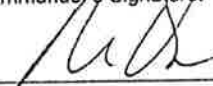
Action Item #2 – While the amount of time charged on the CHP 735 and time logged on the CHP 415 remain consistent, the Area ensure officers completing the CHP 415 will add comments in the notes section to alleviate discrepancies or confusion in the future.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 6-19-09
	INSPECTOR'S SIGNATURE 	DATE 6-18-09
<input type="checkbox"/> Reviewer discussed this report with employee	REVIEWER'S SIGNATURE 	DATE 6-20-09
<input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur		

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: Newhall	Division: Southern	Number: Eight (8)
Evaluated by: Officer Ana Markey #17290		Date: 06/08/2009
Assisted by: Justine Lam		Date: 06/08/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspector's Signature:		
<input checked="" type="checkbox"/> Division Level	<input type="checkbox"/> Command Level	 Commander's Signature:  Date: 6-19-09		
<input type="checkbox"/> Office of Inspections	<input type="checkbox"/> Voluntary Self-Inspection			
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Follow-Up Inspection BY: _____			
For applicable policies, refer to HPM 11.1, Chapter 6.				
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.				
1. Prior to the performance of services, is the contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
2. Does the billing rate include mileage and other expenses such as uniform or equipment damage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
4. Is the billing code documented on the Reimbursable Services Billing Memorandum?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
8. Are written requests for specific services directed to the appropriate command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
9. Are traffic control services less than \$50,000 approved by Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
10. Are traffic control services estimated to be \$50,000 or more approved by the Office of the Commissioner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed none were over \$50,000.
11. Are extraordinary protective services approved by the Assistant Commissioner, Field?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed, none were protective services.

STATE OF CALIFORNIA
 DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
 CHAPTER 8
 COMMAND REIMBURSABLE SERVICES

Questions 12 through 17 pertain to collecting advance deposits.

12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #1
14. Are advance payments collected from the contracting company prior to the start of the service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

Questions 18 through 31 pertain to the preparation of agreements.

18. Is a CHP 466 maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
22. Are sequential numbers not matching Billing Memorandums reconciled?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
23. Is the original RSA signed and filed at Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed were over \$50,000.
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
29. Are dignitary protection services referred to the Office of Dignitary Protection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 32 through 38 pertain to training agreement procedures and reporting for services provided.				
32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No outside training has been provided by the Area.
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEED, MAZEED, extraordinary protective services, and special projects) within 5 days?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #2
34. Are copies of CHP 467 forms forwarded to the next level of review?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
38. Are outstanding items being inspected and resolved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 39 through 52 pertain to extraordinary protective services and report of overtime hours for reimbursable special projects.				
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Out of the documents that were reviewed, none were protective services.
40. Is a reimbursable special project code obtained on every contractual service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
44. Are overtime reports approved and dated by the commander after reconciling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEED/MAZEED)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Per policy Southern Division overtime reports are due by the 15 th of the month.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: : None inspected. In the rare occasion non-uniformed time is involved, CHP71 is attached to the OT report.
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
51. Are all payments made directly to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Commands do not receive information from Headquarters regarding delinquent accounts. Therefore commands cannot track this information.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: Newhall	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 06/08/2009

Page 1 of 3

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level	Total hours expended on the inspection: Eighteen (18) Hours	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 06/22/2009	

Chapter Inspection:

Inspector's Comments Regarding Innovative Practices:

None

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

On June 08, 2009, the Southern Division Inspection Team conducted an inspection of the Newhall Area. The scope of the inspection included the Command Reimbursable Services. The inspection was conducted in accordance with the Administrative Procedures Manual, Highway Patrol Manual (HPM) 11.1, Chapter 6. Ten percent (15 documents) of the Area's Reimbursable Services documents for the previous 12 months were inspected. As a result of discrepancies found in regards to question #13, an additional 10% of documents were reviewed.

The Newhall Area's reimbursable services is handled by the Area Overtime Coordinator, Officer Margarita Thornton as indicated in the Area Standard Operating Procedures (SOP). It was apparent during this inspection that Officer Thornton had good knowledge of the policies and procedures relating to reimbursable services. Officer Thornton has assumed this position for approximately 2 years. The Reimbursable Contracts (CHP467 and CHP465) are processed by Word Processing Technician Christine Hill.

After completion of the CHP 465 and 467, Officer Thornton forwards the documents to the Commander or designee for review and signature.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: Newhall	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 06/08/2009

age 2 of 3

ACTION ITEMS

Action Item #1

Is a CHP465 form completed in accordance with the policy? (Questions #13)

- A total of 4 documents reviewed did not have the requesting company's signature. See attached highlighted documents.

Action Item #2

Are the original CHP467 and contract agreements submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEED, MAZEED, extraordinary protective services, and special projects) within 5 days? (Question #33)

- 9 documents reviewed did not get completed within the 5 day timeframe. See attached documents.
- Although the five day timeframe is not in policy, it is recommended that the CHP 467 and CHP 465 be sent to Fiscal Management Section (FMS) as expeditiously as possible.

Notes: The following item was not a part of the Chapter 8 checklist however the discrepancies below were identified during the inspection.

The counter receipt number (on form CHP251) and the R# assigned to the detail were not written on the checks collected. Per HPM 11.1, Chapter 4, paragraph 8a. (6). the counter receipt number needs to be indicated on the check. See attached documents.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: Newhall	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 06/08/2009

Page 3 of 3

Required Action

Corrective Action Plan/Timeline

Action Item #1 – A check list of required signatures and documents will be added to the existing officer assignment sheet to ensure compliance with Department policy. A briefing item will be prepared to instruct all personnel to obtain the required signatures and other documents (reimbursable check for services) prior to completing the overtime assignment.



Action Item #2 - Although the five day timeframe is not required by policy, Area will make every effort to forward the CHP 467 and CHP 465 to Fiscal Management Section (FMS) as expeditiously as possible.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 6-19-09
	INSPECTOR'S SIGNATURE 	DATE 6-18-09
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 6-24-09

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
SPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: ISU	Division: Southern	Number: Eight (8)
Evaluated by: Officer Ana Markey #17290		Date: 06/17/2009
Assisted by: Justine Lam		Date: 06/17/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Office of Inspections <input type="checkbox"/> Voluntary Self-Inspection		Lead Inspector's Signature: 		
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Follow-Up Inspection BY: _____	Commander's Signature: 	Date: 6-25-2009	
For applicable policies, refer to HPM 11.1, Chapter 6.				
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.				
1. Prior to the performance of services, is the contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
2. Does the billing rate include mileage and other expenses such as uniform or equipment damage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
4. Is the billing code documented on the Reimbursable Services Billing Memorandum?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
8. Are written requests for specific services directed to the appropriate command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
9. Are traffic control services less than \$50,000 approved by Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
10. Are traffic control services estimated to be \$50,000 or more approved by the Office of the Commissioner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed none were over \$50,000.
11. Are extraordinary protective services approved by the Assistant Commissioner, Field?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed, none were protective services.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Questions 12 through 17 pertain to collecting advance deposits.

12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #1
14. Are advance payments collected from the contracting company prior to the start of the service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

Questions 18 through 31 pertain to the preparation of agreements.

18. Is a CHP 466 maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
22. Are sequential numbers not matching Billing Memorandums reconciled?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
23. Is the original RSA signed and filed at Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed were over \$50,000.
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
29. Are dignitary protection services referred to the Office of Dignitary Protection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Area did not have any CHP 312, CHP 313, or CHP 467 to inspect.
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 32 through 38 pertain to training agreement procedures and reporting for services provided.				
32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No outside training has been provided by the Area.
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEED, MAZEED, extraordinary protective services, and special projects) within 5 days?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #2
34. Are copies of CHP 467 forms forwarded to the next level of review?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
38. Are outstanding items being inspected and resolved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 39 through 52 pertain to extraordinary protective services and report of overtime hours for reimbursable special projects.				
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Out of the documents that were reviewed, none were protective services.
40. Is a reimbursable special project code obtained on every contractual service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
44. Are overtime reports approved and dated by the commander after reconciling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEED/MAZEED)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Per policy Southern Division overtime reports are due by the 15 th of the month.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

47. Are all COZEEP/MAZEPP reports forwarded to Division by the 15 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
48. Are all COZEEP/MAZEPP reports approved by Division and forwarded to FMS by the 30 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None inspected. In the rare occasion non-uniformed time is involved, CHP71 is attached to the OT report.
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
51. Are all payments made directly to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Commands do not receive information from Headquarters regarding delinquent accounts. Therefore commands cannot track the information.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 1 of 4

Command: ISU	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 06/17/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Eighteen (18) Hours	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 06/22/2009		

Chapter Inspection:

Inspector's Comments Regarding Innovative Practices:

None.

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

On June 17, 2009, the Southern Division Inspection Team conducted an inspection of the Investigative Services Unit, (I.S.U.). The scope of the inspection included the Command Reimbursable Services. The inspection was conducted in accordance with the Administrative Procedures Manual, Highway Patrol Manual 11.1 (HPM), Chapter 6. Ten percent (15 documents) of the Area's Reimbursable Services documents for the previous 12 months were inspected. Due to discrepancies found with question #13, an additional 10% of documents were inspected.

I.S.U.'s reimbursable services is handled by the Area Overtime Coordinator, Officer Kara Ellis indicated in the Area Standard Operating Procedures (SOP). Officer Ellis has assumed this position for approximately 2 years. Officer Chris St. Cyr is the back-up Overtime Coordinator for Officer Ellis. Officer St. Cyr has held this position for approximately 5 months.

ACTION ITEMS

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: ISU	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 06/17/2009

Page 2 of 4

Action Item #1

Is a CHP465 form completed in accordance with the policy? (Questions #13)

- 5 documents reviewed did not have the requesting company's signature. See attached highlighted documents.
- Out of the second 10% reviewed, CHP 465's were within policy.

Action Item #2

Are the original CHP467 and contract agreements and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEED, MAZEED, extraordinary protective services, and special projects) within 5 days? (Question #33)

- 14 documents reviewed did not get completed within the required timeframe. See attached documents.
- Although the five day timeframe is not in policy, it is recommended that the CHP 467's be sent to Fiscal Management Section (FMS) as expeditiously as possible.

Notes: The following item was not a part of the Chapter 8 checklist however the discrepancies below were identified during the inspection.

The counter receipt number (on form CHP251) and the R# assigned to the detail were not written on the checks collected. Per HPM 11.1, Chapter 4, paragraph 8a. (6). the counter receipt number needs to be indicated on the check. See attached documents.

On the CHP 465 (Reimbursable Services Agreement Contract) there is a designated area for the Commanders signature. If the Area Commander is not available to sign the document, it is recommended the contract be signed by a Lieutenant or Sergeant. Officer St. Cyr informed me prior to our inspection the Commander had made the decision that in the event he is unable to sign the contract, the CHP 465 will signed by a Lieutenant or Sergeant.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 3 of 4

Command: ISU	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 06/17/2009

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

Required Action

Corrective Action Plan/Timeline

Action Item 1: Special Operations Unit personnel responsible for creating and maintaining reimbursable contracts shall immediately review all existing policies to ensure compliance and obtain all required signatures. The Area/Unit Commander will enhance the reimbursable services' contracts knowledge of all supervisory, middle management and Commander to ensure the review process is complete and thorough.

Action Item 2: Those employees responsible for processing and forwarding documents relative to reimbursable services will immediately review policies relative to forwarding all invoices to Fiscal Management Sections and reminded that all documents should be forwarded within the 5 business day timeframe. The review process will include the requirement for the approver to monitor all timeframes and ensure that the next level of review/processing is notified of the time sensitivity.

Other:




Employees will immediately review policy contained in HPM 11.1, Chapter 4, paragraph 8(a)(6) regarding noting and cross referencing the appropriate reference numbers on checks and all receipts.

Commander will reaffirm with personnel that the Lieutenant and/or Sergeant has signature authority for the commander in event he/she is not available.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 4 of 4

Command: ISU	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 06/17/2009

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 6-25-09
	INSPECTOR'S SIGNATURE 	DATE 6-20-09
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 6-24-09

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL


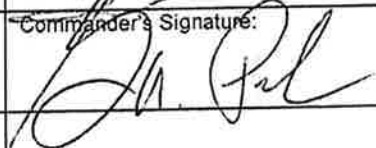
INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

Command: East LA	Division: 535	Number: Eight (8)
Evaluated by: Sgt. Michael Stefanoff # 114924		Date: 05/29/2009
Assisted by: Officer Clifford Porter # 16738		Date: 05/29/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspector's Signature:	
<input checked="" type="checkbox"/> Division Level	<input type="checkbox"/> Command Level		
<input type="checkbox"/> Office of Inspections	<input type="checkbox"/> Voluntary Self-Inspection		
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Follow-Up Inspection BY: _____	Commander's Signature:	Date:
For applicable policies, refer to HPM 11.1, Chapter 20.			6/17/9
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.			
1. Does the command have sufficient procedures to ensure that a CHP 735, Incident Response Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Remarks:			
2. What are these procedures?			
<p>This command has the Area Accident Investigation Officer verify that the Cost Recovery Criteria has been met with an arrest for a violation of California Vehicle Code section 23152 or 23153. He/she also determines if the arrested party caused a response to an incident and has a supporting Blood Alcohol Concentration Test (BAC Test) with a result of .08% or greater, meeting the criteria for the CHP 735 "A" section. The officer may utilize the conditions of the CHP 735 "B" section in the case of a BAC Test that returns under the .08%, a refusal to take the BAC Test, or a chemical test that is for drugs only. The Accident Investigation Officer reviews the report and ensures that a CHP 735 is attached when the criteria is met. The Accident Investigation Officer then forwards the CHP 735, a copy of the 415's (Daily Activity Reports) and the Arrest report to the Sergeant on duty. The Sergeant then reviews the Arrest report along with the CHP 735, verifying the CHP 735 meets the required criteria and that the time indicated on the CHP 735 corresponds to the time indicated on the attached CHP 415. The sergeant on duty then signs the CHP 735 report and forwards to the CHP 735 Officer. The CHP 735 Officer then forwards the CHP 735 to Fiscal Management Section (FMS). The CHP 735 Officer does not complete any further review of the CHP 735 prior to sending the CHP 735 to FMS.</p>			
3. Does the command have a specific employee(s) assigned to process all CHP 735 forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Remarks:			
4. If the answer to question 3 of this checklist is yes, is the responsibility of processing all CHP 735 forms listed in their job description or any other document?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Remarks:			

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

5. Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: <ul style="list-style-type: none"> • A Blood Alcohol Content (BAC) under .08% • A chemical test is positive for drugs only • There is no supporting BAC test of drug test (i.e., a refusal) 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? <ul style="list-style-type: none"> • The date of BAC results of $\geq .08\%$ were received • The date of BAC results of $\geq .04\%$ were received for a commercial driver 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 1.
8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? <ul style="list-style-type: none"> • The person arrested refused to provide a chemical test • The arrest was for drugs only • A BAC of $< .08\%$ was obtained 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 2.
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None Inspected.
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 3.
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? <ul style="list-style-type: none"> • Response Time • On-Scene Investigation • Follow-up Investigation • Report Writing • Vehicle Storage • Call Back • Field Sobriety Testing • Transportation • Booking • Chemical Testing • Traffic Control 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Is a copy of the CHP 735 being retained at the command and filed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
19. In the absence of a CHP 735A, how is the command tracking the DUI Cost Recovery Program? Although the information was entered into AIS, the AIS 735A log was not being utilized Prior to February 2009. Prior to this date there was no log or tacking system in place to monitor the CHP 735's.				
20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? <ul style="list-style-type: none"> • Defendant Information • Violation Information • Court Information • FMS Information • BAC test results 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 4.
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Processed by F. M. S.
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 5.
Question 25 pertains to Fiscal Management Section.				
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: All returned CHP 735's for corrections are reviewed by the Administrative Sergeant.

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

Page 1 of 6

Command: East Los Angeles	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/28/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Fourteen (14) hours	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 06/22/09		
Chapter Inspection: Eight (8) – Command DUI Cost Recovery			
Inspector's Comments Regarding Innovative Practices:			

None.

Command Suggestions for Statewide Improvement:

The Area's CHP 735 Supervisor is the final level of review for the Area CHP 735's. The supervisor currently ensures the Defendants name, Case number, and Billable hours are documented in the notes section of the attached CHP 415. If the required information is missing, the supervisor writes in the required information (Due to circumstances where officers may have multiple CHP 415's and where court case numbers are assigned at a later date). This second level of review ensures that required information has been correctly documented while reducing the need to send it back for corrections.

Inspector's Findings:

On May 28, 2009, the Southern Division Inspection Team conducted an inspection of the East Los Angeles Area. The scope of the inspection included the Driving Under the Influence Cost Recovery Program (CHP 735). The inspection was conducted in accordance with the Command Inspections Manual, Highway Patrol Manual 22.1 (HPM), Chapter 8. Ten percent (41 documents) of the Area's CHP 735's for the previous twelve months were inspected. In addition, the Case Log – DUI Cost Recovery Program (CHP 735A), generated by Area Information System (AIS), was utilized to verify the tracking and processing of the CHP 735's.

The CHP 735 program is coordinated and processed by the Area Evidence Officer as designated by Area Standard Operating Procedures (S.O.P.). Officer J. Rodriguez, #12409, assumed the position in February 2009. In addition to regularly assigned duties, the CHP 735 Officer has a good understanding of the requirements of HPM 11.1, Chapter 20, and is fairly organized with paperwork files. The CHP 735

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: East Los Angeles	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/28/2009

age 2 of 6

Officer is still learning the capabilities of the Area Information System (AIS) in regards to generating a CHP 735 A – Case Log (DUI Cost Recovery). The CHP 735 Officer does not complete an additional review of submitted CHP 735's unless there is an obvious error and relies strictly on the review by the on-duty sergeant prior to processing to Fiscal Management Section (FMS).

The East Los Angeles Administrative Sergeant assumed the position in October 2008. The Administrative Sergeant supervises the CHP 735 Officer. All on duty supervisors/sergeants are responsible for the review of CHP 735's submitted, to ensure completeness and accuracy in the absence of the Administrative Sergeant. Currently, the on-duty sergeant will sign for the Area Commander after review. The Administrative Sergeant also completes the review of disputed claims at the requests of Fiscal Management Section (FMS).

The East Los Angeles Area Commander assumed the position in July 2008. It is apparent that the Area commander has taken an active role in the management and importance of the Area's DUI Cost Recovery Program. The Area Commander currently relies upon the Area's Sergeants for submission and review of submitted CHP 735's.

ACTION ITEMS

Action Item #1 – Ensure all CHP 735's are processed and forwarded to Fiscal Management Section within ten (10) business days of the established criteria (CHP 735 – Section A), in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #7).

- The Area is currently utilizing the CHP 735A to track and monitor all cases meeting the DUI Cost Recovery criteria. The current CHP 735 Officer has been utilizing this system and since February 2009 the majority of completed CHP 735's have been processed to FMS within the required ten day time frame. However, many are still being delayed based upon the timeliness of submission and the review process of AI reports.
- Prior to February 2009, the AIS was not being utilized for tracking or monitoring CHP 735's that were processed. As a result, the majority of the older cases, had no record of when it was sent to FMS on the CHP 735A, generated by AIS. In addition, the older CHP 735's did not have any date indicating when the document was processed through FMS. Although eventually processed, without an FMS date there is no verification of the documents being submitted within the required ten day time frame.

Action Item #2 – Ensure all CHP 735's are processed and forwarded to Fiscal Management Section within ten (10) business days of the established criteria (CHP 735 – Section B), in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #8).

- The CHP 735 Officer monitors the suspense file and criminal conviction status when not completing other assigned duties. The CHP 735 Officer currently only has access to court

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: East Los Angeles	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/28/2009

age 3 of 6

information through CCHRS or the TCIS, at the actual court location, in order to verify the conviction status on suspended CHP 735's. Some delay is caused by the information received from the court and delayed entry into the CCHRS system. This delay can be up to a couple of months from the actual conviction date in some cases. In addition, with no immediate access to the TCIS system at the Area causes additional delays in regards to the court disposition status. Although the CHP 735's are normally processed once the conviction status is verified, no immediate or real time access is available to process the CHP 735's. Therefore, the CHP 735's are not always completed, reviewed and processed within the required ten day time frame.

- Prior to February 2009, the AIS was not being utilized for tracking or monitoring CHP 735's that were processed. As a result, the majority of the older cases, had no record of when it was sent to FMS on the CHP 735A, generated by AIS. In addition, the older CHP 735's did not have any date indicating when the document was processed through FMS. Although eventually processed, without an FMS date there is no verification of the documents being submitted within the required ten day time frame.

Action Item #3 – Ensure the notes portion of the CHP 415 indicates billable DUI time and broken down by specific billable activity when the CHP 415 includes more than one activity. In addition, the arrestee's name and case number shall be included on the CHP 415 in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #13).

- It is the responsibility of the on-duty Sergeant to ensure all time indicated on a submitted CHP 735 corresponds with an attached CHP 415 for that incident. The CHP 415's indicate billable activity time by highlighting the time to correspond with the CHP 735, however no additional information is placed in the notes portion. Although several of the billable hours are itemized on the CHP 735, many of the same hours are placed under one block of time (ex: 6 hours = 555/202 DUI TC) on the CHP 415 and are not easily recognizable and/or verifiable without a defendant's name or additional notes. As a result, this creates confusion on the amount of time to be processed for DUI Cost Recovery for a specific incident.
- Several of the CHP 415's contain incident investigation time or in-custody time that is transferred to the wrong category on the CHP 735. Although the total number of hours on the CHP 735 corresponds to the attached CHP 415, placing the activity time in the incorrect category causes additional confusion on the actual amount of time to be processed for DUI Cost Recovery for a specific incident.

Action Item #4 – Ensure cases not resulting in a conviction within 12 months after submission to the District Attorney are closed out after court verification of case status, in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #21).

- It was determined that CHP 735's pending convictions are placed in a suspense file. All CHP 735's pending disposition are placed in this file, including those beyond the 12 month processing time frame. Currently the CHP 735 Officer does not close out cases beyond the 12 month requirement if a conviction is obtained at a later date.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

age 4 of 6

Command: East Los Angeles	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/28/2009

- Although several CHP 735's, beyond the 12 month processing time frame were still located in the suspense file, those cases that were rejected by the District Attorney's office or not filed were properly closed out. The closed out cases were indicated by lining out the information on the CHP 735 and not processing them through FMS. All closed out cases, including those beyond the 12 month time frame should be processed in the same manner.

Action Item #5 – Ensure the command is reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program, in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #24).

- Although the CHP 735 Officer was aware of the quarterly report, no procedures or additional actions are currently being completed to identify any deficiencies with the documentation or timely submission of the CHP 735's.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

See corrective action plan/timeline.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

Required Action

Corrective Action Plan/Timeline

Action Item #1 – Ensure all CHP 735's are processed and forwarded to Fiscal Management Section (FMS) within ten (10) business days of the established criteria.

Corrective Actions:

1. All CHP 735's are logged into the CHP 735A and AIS system Logs. (ON-GOING)
2. All CHP 735's are sent to the CHP 735 Supervisor for final review. (ON-GOING)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: East Los Angeles	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/28/2009

age 5 of 6

3. The CHP 735 Supervisor has outlined the CHP 735/415 requirements (instructions/timelines) in a briefing item that is currently being briefed to all officers. (IMMEDIATE)
4. The CHP 735 Supervisor has instituted time tracking of CHP 735's between Officer, A/I, and final review. (IMMEDIATE)

Action Item #2 – Ensure all CHP 735's are processed and forwarded to Fiscal Management Section (FMS) within ten (10) business days of the established criteria.

Corrective Actions:

1. The CHP 735 Coordinator runs the current and suspended CHP 735's through the TCIS and CCHRS on a weekly basis to meet the (10) business day requirement. (ON-GOING)
2. "Refusal" CHP 735's are checked on the TCIS weekly. "Blood" CHP 735's are checked bi-weekly upon delivery of BAC results. (ON-GOING)

Action Item #3 – Ensure the notes section of the CHP 415 indicates billable DUI time and broken down by specific billable activity when the CHP 415 includes more than one activity. In addition, the arrestees name and case number shall be included on the CHP 415.

Corrective Actions:

1. All supervisors have been instructed to ensure the CHP 735 and CHP 415 contain the required information as it relates to CHP 735 billing. (IMMEDIATE)
2. The CHP 735 Supervisor is the final level of review for the Area CHP 735's. This supervisor is a second level of review to ensure the Defendants name, Case number, and Billable hours are documented as required on the CHP 735 and in the notes section of the CHP 415. (ON-GOING)

Action Item #4 – Ensure cases not resulting in a conviction within 12 months after submission to the District Attorney are closed out after verification of case status.

Corrective Actions:

1. The CHP 735 Coordinator maintains a suspense file for open cases which are checked on the TCIS on a weekly basis. The coordinator will ensure CHP 735's twelve months or older are closed out promptly. (IMMEDIATE)
2. The CHP 735 Supervisor will now include a review of suspended CHP 735's to identify cases twelve months or older as part of a quarterly audit. The supervisor will alert the CHP 735 Coordinator to any 12 month or older cases for case closure. (IMMEDIATE)

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

age 6 of 6

Command: East Los Angeles	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/28/2009

Action Item #5 – Ensure the command is reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program.

Corrective Actions:


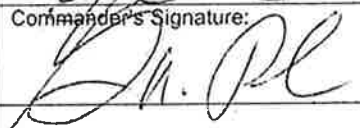
1. Quarterly FMS CHP 735 reports are reviewed by the Area Commander, Administrative Lieutenant, CHP 735 Supervisor, and the CHP 735 Coordinator (Respectively). This allows for multi-level review of compliance with the ten day time frame. (ON-GOING)
2. The CHP 735 Supervisor has instituted time tracking of CHP 735's between Officer, A/I, and final review. (IMMEDIATE)

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 06/17/09
	INSPECTOR'S SIGNATURE 	DATE 6-16-09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 6/24/09

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: 535 East LA	Division: Southern	Number: Chapter 8
Evaluated by: Justine Lam		Date: 5/28/09
Assisted by: Ana Markey		Date: 5/28/09

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Office of Inspections <input type="checkbox"/> Voluntary Self-Inspection		Lead Inspector's Signature: 		
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Follow-Up Inspection BY: _____	Commander's Signature: 	
Date: 6/17/9				
For applicable policies, refer to HPM 11.1, Chapter 6.				
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.				
1. Prior to the performance of services, is the contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
2. Does the billing rate include mileage and other expenses such as uniform or equipment damage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
4. Is the billing code documented on the Reimbursable Services Billing Memorandum?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
8. Are written requests for specific services directed to the appropriate command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
9. Are traffic control services less than \$50,000 approved by Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
10. Are traffic control services estimated to be \$50,000 or more approved by the Office of the Commissioner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed, none were over \$50,000
11. Are extraordinary protective services approved by the Assistant Commissioner, Field?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed, none were protective services.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Questions 12 through 17 pertain to collecting advance deposits.				
12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #1
14. Are advance payments collected from the contracting company prior to the start of the service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #2
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 18 through 31 pertain to the preparation of agreements.				
18. Is a CHP 466 maintained?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #3
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #3
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #3
22. Are sequential numbers not matching Billing Memorandums reconciled?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #3
23. Is the original RSA signed and filed at Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed required the inclusion of the indemnification clause.
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed required the inclusion of the indemnification clause.
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed were over \$50,000.
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There are several existing contracts in place with some governmental agencies. If no contract has been entered, then an agreement (CHP465) is attached

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

29. Are dignitary protection services referred to the Office of Dignitary Protection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 32 through 38 pertain to training agreement procedures and reporting for services provided.				
32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No outside training has been provided by the Area
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEL, MAZEEL, extraordinary protective services, and special projects) within 5 days?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #4
34. Are copies of CHP 467 forms forwarded to the next level of review?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #3
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
38. Are outstanding items being inspected and resolved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 39 through 52 pertain to extraordinary protective services and report of overtime hours for reimbursable special projects.				
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No extraordinary protective services agreements were reviewed.
40. Is a reimbursable special project code obtained on every contractual service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

44. Are overtime reports approved and dated by the commander after reconciling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: A copy is due to the Division by the 15 th of each month. The due date is delayed because the overtime report does not get printed by Headquarters until the 9 th .
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None inspected. In the rare occasion non-uniformed time is involved, CHP71 is attached to the OT report.
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
51. Are all payments made directly to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: All checks made to CHP
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Commands do not receive information from Headquarters regarding delinquent accounts. Therefore commands cannot track this information.

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

Command: 535 East LA	Division: Southern	Chapter: 8
Inspected by: Ana Markey & Justine Lam		Date: 5/28/09

Page 1 of 4

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 5	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 6/22/09		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

None.

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

On May 28, 2009, Southern Division conducted an inspection on the East Los Angeles Area's reimbursable services. The review was done by inspecting ten percent or a minimum of ten documents of the Area's reimbursable services for the period of May 1, 2008 to April 30, 2009 and assessing them for compliance to Highway Patrol Manual (HPM) 11.1, Chapter 6 and Highway Patrol Manual (HPM) 22.1, Chapter 8. Due to discrepancies found in the first ten documents reviewed, an additional ten documents were reviewed per policy.

East Los Angeles Area's reimbursable services is handled by the Area Overtime Coordinator, Officer Scott Riley designated by the Area Standard Operating Procedures (SOP). Officer Riley has assumed this position for approximately two years. It was apparent during this inspection that Officer Riley had good knowledge of the policies and procedures relating to reimbursable services.

After completion of the CHP 465 and CHP 467, Officer Riley forwards the documents to the Commander for review and signature.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: 535 East LA	Division: Southern	Chapter: 8
Inspected by: Ana Markey & Justine Lam		Date: 5/28/09

Page 2 of 4

ACTION ITEMS

Action Item #1

Question 13: Is a CHP 465 form completed in accordance with policy?

- One out of the first ten documents reviewed did not have the production company's signature (see attachment 3).
- The second batch of ten documents also resulted in one document with no production company's signature on the CHP 465 (see highlighted field in attachment 7).

Action Item #2

Question 15: Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?

- Five out of the first ten documents reviewed did not have the counter receipt form (CHP 251) completed (see highlighted fields in attachments 1, 2, 3, 4, and 5) and the other five documents did not require a CHP 251 because the Area did not receive the checks.
- Out of the second batch of ten documents reviewed, one had a collected check and was processed by the Area without the counter receipt. The other nine documents reviewed did not require the CHP251 as there were no payments received and processed by the Area.
- Per Officer Riley, he was not trained to complete the CHP 251 and therefore, all checks received by the Area have been processed without the CHP 251. According to HPM11.1, Chapter 6, paragraph 5.b.(3), a CHP 251 is required when a check is received.

Action Item #3

Question 18: Is a CHP466 maintained?

Question 20: Is the CHP466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?

Question 21: Are all sequential numbers accounted for when reconciling with the Billing Memorandum?

Question 22: Are sequential numbers not matching Billing Memorandums reconciled?

Question 36: Is a copy of the command's Reimbursable Services Control Log forwarded or emailed to the Division Coordinator at the end of each month?

- The log was neither reconciled nor forwarded to Southern Division as there was no CHP 466 (R# Log) maintained by the Area.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: 535 East LA	Division: Southern	Chapter: 8
Inspected by: Ana Markey & Justine Lam		Date: 5/28/09

Page 3 of 4

- One out of the first ten documents reviewed had an error on the R# (numbers were transposed). The maintenance of the R# Log would have eliminated such error (see highlighted field in attachment 1).
- There was no transposing error found in the second batch of the documents.

Action Item #4

Question 33: Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEED, MAZEED, extraordinary protective services, and special projects) within 5 days?

- One out of the first ten documents reviewed did not get completed within the required timeframe (see highlighted field in attachment 6).
- All of the second set of documents was found to be in compliance on the timeframe.
- Although the five day timeframe is not a policy, it is recommended that the CHP 467 and CHP 465 be sent to Fiscal Management Section as expeditiously as possible.

Note: The following item was not part of the Chapter 8 checklist however the discrepancy below was identified during the inspection:

- One out of the first ten documents reviewed had the wrong mileage amount entered on the CHP 467 (see highlighted field in attachment 2).
- All of the second set of documents was found to have no error in the mileage amount.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

See corrective action plan/timeline

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

age 4 of 4

Command: 535 East LA	Division: Southern	Chapter: 8
Inspected by: Ana Markey & Justine Lam		Date: 5/28/09

Required Action

Corrective Action Plan/Timeline

Action Item #1- Is a CHP 465 form completed in accordance with policy.

1. The Overtime Coordinator provides verbal instructions to each officer receiving a CHP 465. These instructions include the requirement to obtain a signature. The Overtime Coordinator will now review each CHP 465 for signature compliance. (IMMEDIATE)

Action Item #2 - Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?

1. The Overtime Coordinator has instituted completing a CHP 251 with every advance payment received with a copy mailed to the contracting company. (IMMEDIATE)

Action Item #3 - Is a CHP 466 maintained?

1. The Overtime Coordinator has established a CHP 466 (Reimbursable Services Control Log) for Area CHP 465 entries. The CHP 466 log will be kept on a fiscal year cycle and the CHP 465's will be numbered sequentially (001). This will allow for the accounting and reconciling of sequential numbers to Billing Memorandums. The Overtime Coordinator will now forward a copy of the command's CHP 466 log to the Division Coordinator at the end of each month. (IMMEDIATE)

Action Item #4 - Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services within 5 days?

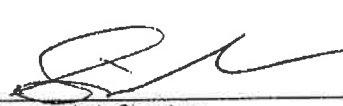

1. The Overtime Coordinator currently submits the CHP 465 and CHP 467 expeditiously and will be cognizant of the 5 day requirement. With the establishment of a CHP 466 (Reimbursable Services Control Log), the Overtime Coordinator will be able to monitor the dates of CHP 465/467's ensuring they are forwarded to FMS within 5 days. (IMMEDIATE)

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 6/17/09
	INSPECTOR'S SIGNATURE 	DATE 6-16-09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 6/24/09

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND DUI COST RECOVERY

Command: Central L.A.	Division: Southern	Number: Eight (8)
Evaluated by: Sgt. Michael Stefanoff # 14924		Date: 06/12/2009
Assisted by: Officer Clifford Porter # 16738		Date: 06/12/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Office of Inspections <input type="checkbox"/> Voluntary Self-Inspection		Lead Inspector's Signature: 	
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Follow-Up Inspection BY: _____	Commander's Signature: 	Date: 6-19-09
For applicable policies, refer to HPM 11.1, Chapter 20.			
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.			
1. Does the command have sufficient procedures to ensure that a CHP 735, Incident Response Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
2. What are these procedures? This command has the Area Accident Investigation Officer verify that the Cost Recovery Criteria has been met with an arrest for a violation of California Vehicle Code section 23152 or 23153. He/she also determines if the arrested party caused a response to an incident and has a supporting Blood Alcohol Concentration Test (BAC Test) with a result of .08% or greater, meeting the criteria for the CHP 735 "A" section. The officer may utilize the conditions of the CHP 735 "B" section in the case of a BAC Test that returns under the .08%, a refusal to take the BAC Test, or a chemical test that is for drugs only. The Accident Investigation Officer reviews the report and ensures that a CHP 735 is attached when the criteria is met. The Accident Investigation Officer then forwards the CHP 735 to the CHP 735 Clerk (Office Assistant). The CHP 735 Clerk separates the CHP 735 from the report and forwards it to the Court Officer who reviews the CHP 735 for accuracy. The Court Officer forwards the CHP 735 to the Lieutenant for approval. The Lieutenant reviews the CHP 735 and signs the CHP 735 for the Area Commander. Once approved, the CHP 735 is returned to the Court Officer who in return forwards it back to the CHP 735 Clerk. The CHP 735 Clerk then forwards the CHP 735 to Fiscal Management Section (FMS). If the CHP 735 is pending for a Blood result or a Conviction Date, the CHP 735 Clerk puts the CHP 735 in a separate file until the results come in. The CHP 735 Clerk checks the file and updates the file on a weekly basis.			
3. Does the command have a specific employee(s) assigned to process all CHP 735 forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
4. If the answer to question 3 of this checklist is yes, is the responsibility of processing all CHP 735 forms listed in their job description or any other document?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: Office Assistant 2, area S.O.P. job description.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

5. Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: <ul style="list-style-type: none"> • A Blood Alcohol Content (BAC) under .08% • A chemical test is positive for drugs only • There is no supporting BAC test of drug test (i.e., a refusal) 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? <ul style="list-style-type: none"> • The date of BAC results of $\geq .08\%$ were received • The date of BAC results of $\geq .04\%$ were received for a commercial driver 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 1.
8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? <ul style="list-style-type: none"> • The person arrested refused to provide a chemical test • The arrest was for drugs only • A BAC of $< .08\%$ was obtained 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 2.
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None Inspected.
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 3.
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? <ul style="list-style-type: none"> • Response Time • On-Scene Investigation • Follow-up Investigation • Report Writing • Vehicle Storage • Call Back • Field Sobriety Testing • Transportation • Booking • Chemical Testing • Traffic Control 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Is a copy of the CHP 735 being retained at the command and filed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
19. In the absence of a CHP 735A, how is the command tracking the DUI Cost Recovery Program? The CHP 735 Clerk utilizes the CHP 735A in the Adobe Format. They are entered in by arrest date and printed out on a weekly basis for the CHP 735 Binder. The CHP 735 Clerk updates the CHP 735A and checks on the pending cases on a weekly basis.				
20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? <ul style="list-style-type: none"> • Defendant Information • Violation Information • Court Information • FMS Information • BAC test results 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
 DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
 CHAPTER 8
 COMMAND DUI COST RECOVERY

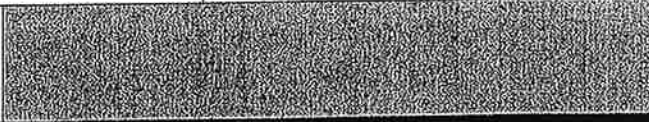
21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Processed by F.M.S.
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Question 25 pertains to Fiscal Management Section.				
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

Command: Central Los Angeles	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 06/10/2009

Page 1 of 4

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Twelve (12) hours	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division		
Due Date: 06/22/09			
Chapter Inspection Eight (8) - Command DUI Cost Recovery			
Inspector's Comments Regarding Innovative Practices:			

None.

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

On June 10, 2009, the Southern Division Inspection Team conducted an inspection of the Central Los Angeles Area. The scope of the inspection included the Driving Under the Influence, Cost Recovery Program (CHP 735). The inspection was conducted in accordance with the Command Inspections Manual, Highway Patrol Manual 22.1 (HPM), Chapter 8. Ten percent (27 documents) of the Area's CHP 735's for the previous twelve months were inspected.

The CHP 735 program is currently being processed and monitored by the Area Arrest Reports Clerk (Office Assistant II - OA-II) C. Ortiz, #A12420. Ortiz assumed this position in July 2008. In addition to regularly assigned duties the CHP 735 clerk has a good understanding of the requirements of HPM 11.1, Chapter 20, and is extremely organized with paperwork files. In addition to the CHP 735 Clerk, the Area Overtime Coordinator, Officer Langsdale, #16243, is also responsible for ensuring the accuracy of the CHP 735's and associated CHP 415's that are submitted. Officer Langsdale, assumed the position in October 2007. Currently, the Area Lieutenant is the final level of review for the CHP 735's. After

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Central Los Angeles	Southern	Eight (8)
Inspected by:	Date:	
Sgt. Michael Stefanoff, #14924	06/10/2009	

Page 2 of 4

review by the CHP 735 clerk, the CHP 735 is forwarded to Lieutenant for review and signature. The CHP 735 is then forwarded to the CHP 735 Clerk for processing to Fiscal Management Section (FMS).

The Central Los Angeles Area Commander assumed the position in May 2002. It is apparent that the Area commander has taken an active role in the management and importance of the Area's DUI Cost Recovery Program. The Area has different levels of review for the criteria, billable time and overall accuracy of all CHP 735's submitted.

ACTION ITEMS

Action Item #1 – Ensure all CHP 735's are processed and forwarded to Fiscal Management Section within ten (10) business days of the established criteria (CHP 735 – Section A), in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #7).

- It was determined that the processing of several CHP 735's are being delayed based upon times associated with report completion, supervisory/A.I. review and processing. The submission of reports and review of 735's causes a delay in some reports being processed, therefore the ten day requirement is not always met on B.A.C. results received the day of arrest (Breath).

Action Item #2 – Ensure all CHP 735's are processed and forwarded to Fiscal Management Section within ten (10) business days of the established criteria (CHP 735 – Section B), in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #8).

- The CHP 735 Clerk monitors the suspense file and criminal conviction status when not completing other assigned duties. The CHP 735 Clerk currently does not have access to any court information through CCHRS or the TCIS. The source for verifying the court disposition status is through the individual court or Court Officer. The CHP 735 Clerk will periodically call the appropriate court to obtain the disposition of a case or rely on the information received from the Area Court Officer. Although the CHP 735's are normally processed once the conviction status is verified, no immediate or real time access is available to process the CHP 735's. Therefore, the CHP 735's are not always completed, reviewed and processed within the required ten day time frame.

Action Item #3 – Ensure the notes portion of the CHP 415 indicates billable DUI time and broken down by specific billable activity when the CHP 415 includes more than one activity. In addition, the arrestees name and case number shall be included on the CHP 415 in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #13).

- The Area CHP 735 Clerk ensures all time indicated on a submitted CHP 735 corresponds with the attached CHP 415 for that incident. However, many of the CHP 415's attached do not indicate what billable activity is recorded on the CHP 735 as required. Some of the CHP 415's

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: Central Los Angeles	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 06/10/2009

Page 3 of 4

indicated billable activity time by highlighting the activity time corresponding with the CHP 735. Although the billable hours are itemized on the CHP 735, many of the same hours are placed under one block of time (ex: 5 hours = 202/555 - DUI TC) and are not easily recognizable and/or verifiable. No additional information, regarding there activity is placed in the notes portion as required.

- The majority of the investigating officers handling incidents requiring a CHP 735 correctly categorize their activity between the CHP 415 and CHP 735. In addition, several of the officers place the defendants name and case number on the CHP 415 as required. Most of the CHP 415's submitted with the CHP 735's, for additional officers on scene, do not contain the defendant's name and have activity time documented as "Other Assists." Although the total number of hours on the CHP 735 corresponds to the attached CHP 415, the billable activity time meeting the DUI Cost Recovery criteria is not itemized on the CHP 415. As a result, this creates some confusion on the amount of time documented for DUI Cost Recovery for a specific incident for the additional officers.
- The Area Field Training Officers (FTO's) attach their CHP 415's with the Trainee's for submission with the CHP 735 and the time is not itemized on the CHP 415. Instead, all time on the CHP 415 indicates FTO under the activity time, with no corresponding time to verify with the CHP 735.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

See Corrective Action Plan/Timeline comments below.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

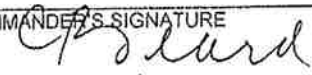
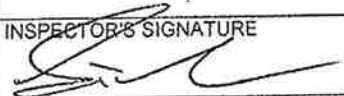
Command: Central Los Angeles	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 06/10/2009

Page 4 of 4

Required Action

Corrective Action Plan/Timeline


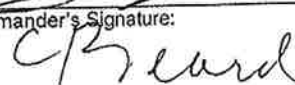
The Area will take immediate steps to improve upon its percentage of CHP 735's reaching Fiscal Management Section in the 10 business days required by policy. Additionally, briefing items will be immediately prepared addressing proper procedures for making 415 notations related to CHP 735's.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 6-19-09
	INSPECTOR'S SIGNATURE 	DATE 6-18-09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE	DATE

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: 590 Central LA	Division: Southern	Number: Chapter 8
Evaluated by: Justine Lam		Date: 6/10 /09
Assisted by: Ana Markey		Date: 6/10 /09

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Office of Inspections <input type="checkbox"/> Voluntary Self-Inspection				Lead Inspector's Signature: 	
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Follow-Up Inspection BY: _____				Commander's Signature: 	
Date: 6-19-09					
For applicable policies, refer to HPM 11.1, Chapter 6.					
Note: If a "No" or "N/A" box is checked, the Remarks section shall be utilized for explanation.					
1. Prior to the performance of services, is the contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
2. Does the billing rate include mileage and other expenses such as uniform or equipment damage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
4. Is the billing code documented on the Reimbursable Services Billing Memorandum?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
8. Are written requests for specific services directed to the appropriate command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
9. Are traffic control services less than \$50,000 approved by Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
10. Are traffic control services estimated to be \$50,000 or more approved by the Office of the Commissioner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed, none were over \$50,000	
11. Are extraordinary protective services approved by the Assistant Commissioner, Field?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed, none were protective services.	

STATE OF CALIFORNIA
 DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
 CHAPTER 8
 COMMAND REIMBURSABLE SERVICES

Questions 12 through 17 pertain to collecting advance deposits				
12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #1
14. Are advance payments collected from the contracting company prior to the start of the service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 18 through 31 pertain to the preparation of agreements				
18. Is a CHP 466 maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
22. Are sequential numbers not matching Billing Memorandums reconciled?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
23. Is the original RSA signed and filed at Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed required the inclusion of the indemnification clause.
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed required the inclusion of the indemnification clause.
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed were over \$50,000.
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There are several existing contracts in place with some governmental agencies. If no contract has been entered, then an agreement (CHP465) is attached

STATE OF CALIFORNIA
 DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
 CHAPTER 8
 COMMAND REIMBURSABLE SERVICES

29. Are dignitary protection services referred to the Office of Dignitary Protection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 32 through 38 pertain to training agreement procedures and reporting for services provided.				
32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No outside training has been provided by the Area
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEER, MAZEER, extraordinary protective services, and special projects) within 5 days?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #2
34. Are copies of CHP 467 forms forwarded to the next level of review?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Southern Division has not requested the Area's to forward or email a copy of the CHP 466 (R# Log)
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
38. Are outstanding items being inspected and resolved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 39 through 43 pertain to extraordinary protective services and report of overtime hours for reimbursable special projects.				
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No extraordinary protective services agreements were reviewed.
40. Is a reimbursable special project code obtained on every contractual service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?				Remarks:

STATE OF CALIFORNIA
 DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
 CHAPTER 8
 COMMAND REIMBURSABLE SERVICES

	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
44. Are overtime reports approved and dated by the commander after reconciling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: A copy is due to the Division by the 15 th of each month. The due date is delayed because the overtime report does not get printed by Headquarters until the 9 th .
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None inspected. In the rare occasion non-uniformed time is involved, CHP71 is attached to the OT report.
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
51. Are all payments made directly to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: All checks made to CHP
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Commands do not receive information from Headquarters regarding delinquent accounts. Therefore commands cannot track this information.

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

Command: 590 Central LA	Division: Southern	Chapter: 8
Inspected by: Ana Markey & Justine Lam		Date: 6/10 /09

Page 1 of 4

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level	Total hours expended on the inspection: 3	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 6/22/09	

Chapter Inspection:

Inspector's Comments Regarding Innovative Practices:

None.

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

On June 10, 2009, Southern Division conducted an inspection on Central Los Angeles Area's reimbursable services. The review was done by inspecting 10% or a minimum of ten documents of the Area's reimbursable services for the period of May 1, 2008 to April 30, 2009 and assessing them for compliance to Highway Patrol Manual (HPM) 11.1, Chapter 6. Due to discrepancies found in the first ten documents reviewed, an additional ten documents were reviewed.

Central Los Angeles Area's reimbursable services is handled by the Area Overtime Coordinator, Officer Richard Langsdale as designated by the Area Standard Operating Procedures (SOP). Officer Langsdale has assumed this position for one and a half years. Aside from Officer Langsdale, Charleen Legohn, the Office Technician, is also assigned to process the paperwork for reimbursable services. The Office Technician takes call requests, completes all the required CHP forms, maintains the CHP466 log, and acts as the back-up to the Overtime Coordinator. Charleen Legohn has performed these reimbursable services duties for ten years. It was apparent during this inspection that Officer Langsdale and Charleen Legohn had good knowledge of the policies and procedures relating to reimbursable services.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: 590 Central LA	Division: Southern	Chapter: 8
Inspected by: Ana Markey & Justine Lam		Date: 6/10 /09

Page 2 of 4

After completion of the CHP 465 and 467, Charleen Legohn forwards the documents to the commander for review and signature.

ACTION ITEMS

Action Item #1

Question 13: Is a CHP 465 form completed in accordance with policy?

- The first ten documents reviewed were found to be in compliance with policy.
- One out of the second batch of ten documents reviewed did not have the production company's signature on the CHP 465 (see highlighted field in attachment 15).

Action Item #2

Question 33: Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEED, MAZEED, extraordinary protective services, and special projects) within 5 days?

- Four out of the first ten documents reviewed did not get completed within the recommended five day timeframe (see highlighted field in attachments 1, 2, 3, and 4).
- Two out of the second set of documents reviewed did not get completed within the recommended five day timeframe (see highlighted field in attachments 10 and 14).
- Although the five day timeframe is not a policy, it is recommended that the CHP 467 and CHP 465 be sent to Fiscal Management Section as expeditiously as possible.

Note: The following items were not part of the Chapter 8 checklist however the discrepancies below were identified during the inspection:

- It was identified that there were no billing documents (CHP 467, CHP 313, CHP312) completed and sent to Financial Management Section (FMS) on all the reimbursable details for the Bureau of Automotive Repair (BAR). Per Officer Langsdale, he was not aware that billing documents were needed for this type of service and that all the BAR details did not have any billing documents attached (see attachments 16 and 17).
- On the COZEED/MAZEED reimbursable contracts, the mileage amount on the Daily Reports and the 415s did not match. Both documents need to be reviewed for consistency when reconciling in order for FMS to bill correctly to CalTrans (see highlighted field in attachments 18, 19, and 20).
- One out of the first ten documents reviewed was found to not have the counter receipt (CHP251) number written on the checks collected (see highlighted field in attachment 5). Four out of the second batch of documents reviewed did not have the counter receipt number written on the checks collected (see highlighted field in attachments 11, 12, 13 and 15). Per HPM11.1, Chapter 4, paragraph 8a.(6), the counter receipt number needs to be indicated on the check.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: 590 Central LA	Division: Southern	Chapter: 8
Inspected by: Ana Markey & Justine Lam		Date: 6/10 /09

Page 3 of 4

- On the CHP465 form (#9 line item), the deposit collected should be indicated when a check was collected by the Area. It was identified that four documents in the second batch of documents reviewed had errors in this section of the CHP 465's (see highlighted field in attachments 8, 9, 11, and 13).
- On the CHP467, the check amount should only be entered in the "Deposit Collected" field when a check is received by the Area. Two out of the first set of documents reviewed were found to have indicated that a payment was collected when no check was received (see highlighted field in attachments 6 and 7). The second batch of documents reviewed also had two documents with the same error (see highlighted field in attachments 8 and 9).
- One out of the first ten documents reviewed did not have a CHP representative signature on the CHP 312-Safety Services Program Task Order (see highlighted field in attachment 4). The second batch of documents reviewed did not have this error.
- Two out of the first ten documents reviewed showed an error with the mileage figure on the CHP 467 (see highlighted field in attachments 1 and 4). One out of the second set of documents reviewed also had a mileage error entered on the CHP 467 (see highlighted field in attachment 12).

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

The Area will address the items identified as Action Items and make every effort to improve upon all discrepancies noted.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 4 of 4

Command: 590 Central LA	Division: Southern	Chapter: 8
Inspected by: Ana Markey & Justine Lam		Date: 6/10 /09

Required Action

Corrective Action Plan/Timeline

Increased focus and attention to detail will be stressed to the employees responsible for the documentation, completion, and submission of all CHP forms associated with reimbursable services. Additionally, each discrepancy noted in this inspection will be individually addressed to ensure clear understanding and future compliance is achieved.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 6-19-09
	INSPECTOR'S SIGNATURE 	DATE 6-18-09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE	DATE

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL


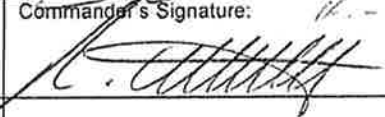
INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

Command: Baldwin Park	Division: Southern	Number: Eight (8)
Evaluated by: Sgt. Michael Stefanoff # 14924		Date: 06/02/2009
Assisted by:		Date:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Office of Inspections <input type="checkbox"/> Voluntary Self-Inspection		Lead Inspector's Signature: 	
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Follow-Up Inspection BY: _____	Commander's Signature: 	Date: 6/18/09
For applicable policies, refer to HPM 11.1, Chapter 20.			
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.			
1. Does the command have sufficient procedures to ensure that a CHP 735, Incident Response Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
2. What are these procedures? <p>This command has the Area Accident Investigation Officer verify that the Cost Recovery Criteria has been met with an arrest for a violation of California Vehicle Code section 23152 or 23153. He/she also determines if the arrested party caused a response to an incident and has a supporting Blood Alcohol Concentration Test (BAC Test) with a result of .08% or greater, meeting the criteria for the CHP 735 "A" section. The officer may utilize the conditions of the CHP 735 "B" section in the case of a BAC Test that returns under the .08%, a refusal to take the BAC Test, or a chemical test that is for drugs only. The Accident Investigation Officer reviews the report and ensures that a CHP 735 is attached when the criteria is met. The Accident Investigation Officer then forwards the CHP 735 and the Accident Report to the Accident Report Review Officers for review. Once the Accident Report has been reviewed, the report and the CHP 735 is forwarded to the Sergeant on duty for review of the Arrest Report. The Arrest Report along with the CHP 735 is then forwarded to the Court Officer who files the case. After complete review of the report, the Court Officer will separate the CHP 735 and forward the CHP 735 to the CHP 735 Officer. The CHP 735 Officer reviews the CHP 735 for its accuracy. The CHP 735 Officer utilizes the AIS system to its full potential to track incidents that require a CHP 735. If the CHP 735 is accurate, the CHP 735 is forwarded to the Area Lieutenant for a signature. Once the CHP 735 is signed, the CHP 735 Officer forwards the CHP 735 to Fiscal Management Section (FMS).</p>			
3. Does the command have a specific employee(s) assigned to process all CHP 735 forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
4. If the answer to question 3 of this checklist is yes, is the responsibility of processing all CHP 735 forms listed in their job description or any other document?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: Baldwin Park Area S.O.P. Training Officer Section 2 (o)(p).

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

5. Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: <ul style="list-style-type: none"> • A Blood Alcohol Content (BAC) under .08% • A chemical test is positive for drugs only • There is no supporting BAC test of drug test (i.e., a refusal) 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? <ul style="list-style-type: none"> • The date of BAC results of \geq.08% were received • The date of BAC results of \geq.04% were received for a commercial driver 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 1.
8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? <ul style="list-style-type: none"> • The person arrested refused to provide a chemical test • The arrest was for drugs only • A BAC of $<$.08% was obtained 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 2.
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None Inspected.
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 3.
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? <ul style="list-style-type: none"> • Response Time • On-Scene Investigation • Follow-up Investigation • Report Writing • Vehicle Storage • Call Back • Field Sobriety Testing • Transportation • Booking • Chemical Testing • Traffic Control 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Is a copy of the CHP 735 being retained at the command and filed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
19. In the absence of a CHP 735A, how is the command tracking the DUI Cost Recovery Program?				
<p>The CHP 735 Officer utilizes the CHP 735A log to track the CHP 735's.</p>				
20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? <ul style="list-style-type: none"> • Defendant Information • Violation Information • Court Information • FMS Information • BAC test results 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 4.
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Processed by FMS.
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Question 25 pertains to Fiscal Management Section.				
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: All returned CHP 735's for corrections are reviewed by the CHP 735 Officer.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

age 1 of 5

Command: Baldwin Park	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 06/1/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Ten (10) hours	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 06/22/09		
Chapter Inspection: Eight (8) — Command DUI Cost Recovery			
Inspector's Comments Regarding Innovative Practices:			

The Area CHP 735 Officer has an exceptional understanding of the AIS regarding its functions and capabilities. The Area utilizes the AIS system to log in Traffic Collisions, Arrests, B.A.C. information as well as information regarding CHP 735 (Fiscal Management dates). By adequately utilizing this system enter and store valuable information regarding these incidents, there is no duplication of information, thus eliminating the potential for errors. In addition, by utilizing the AIS system, the CHP 735A Case Log is automatically generated by the arrest date, which creates an accurate, up to date, suspense and tracking system. Although some fields are not automatically generated on the CHP 735A, The CHP 735 Officer prints out an updated log monthly, which allows the Area to track, monitor and accurately account for all CHP 735's completed for the Area.

Command Suggestions for Statewide Improvement:

The Area recommends that the Misdemeanor or Felony number generated from AIS be included in the notes section of the CHP 415 instead of the case number as indicated in HPM 11.1 Chapter 20. The case number is not generally known to officers prior to submitting the completed CHP 735 package.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

age 2 of 5

Command: Baldwin Park	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 06/1/2009

Inspector's Findings:

On June 1, 2009, the Southern Division Inspection Team conducted an inspection of the Baldwin Park Area. The scope of the inspection included the Driving Under the Influence Cost Recovery Program (CHP 735). The inspection was conducted in accordance with the Command Inspections Manual, Highway Patrol Manual 22.1 (HPM), Chapter 8. Ten percent (32 documents) of the Area's CHP 735's for the previous twelve months were inspected. In addition, the Case Log – DUI Cost Recovery Program (CHP 735A), generated by Area Information System (AIS), was utilized to verify the tracking and processing of the CHP 735's.

The CHP 735 program is coordinated and processed by the Area Evidence/Training Officer as designated by Area Standard Operating Procedures (S.O.P.). Officer M. Vice, #12134, assumed the position in July 2003. In addition to regularly assigned duties, the CHP 735 Officer has a solid understanding of the requirements of HPM 11.1, Chapter 20, and is extremely organized with paperwork files. The CHP 735 Officer is well informed of the Area Information System (AIS) and all of its capabilities, including the ability to generate a CHP 735 A – Case Log (DUI Cost Recovery). The on-duty sergeant will complete the initial review of the submitted CHP 735 and attached CHP 415's. The documents are forwarded to the CHP 735 Officer, who completes an additional review, before sending it the Administrative Lieutenant. Currently, the Administrative Lieutenant is the final level of review for submitted CHP 735's and signs for the Area commander, before forwarding to Fiscal Management Section (FMS).

The Baldwin Park Administrative Sergeant assumed the position in April 2006. The Administrative Sergeant supervises the CHP 735 Officer. All on-duty supervisors/sergeants are responsible for the review of CHP 735's submitted, to ensure completeness and accuracy. The Administrative Sergeant also processes, through the CHP 735 Officer, the CHP 735 quarterly reports and disputed claims at the requests of Fiscal Management Section (FMS).

The Baldwin Park Area Commander assumed the position in August 2007. It is apparent that the Area commander has taken an active role in the management and importance of the Area's DUI Cost Recovery Program based upon the levels of review and accuracy of the CHP 735 documents submitted.

ACTION ITEMS

Action Item #1 – Ensure all CHP 735's are processed and forwarded to Fiscal Management Section within ten (10) business days of the established criteria (CHP 735 – Section A), in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #7).

- It was determined that the processing of several CHP 735's are being delayed based upon times associated with report completion, supervisory and accident investigation review. As a result the ten day requirement is not always met on B.A.C. results received the day of arrest (Breath).

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: Baldwin Park	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924	Date: 06/1/2009	

Page 3 of 5

Action Item #2 – Ensure all CHP 735's are processed and forwarded to Fiscal Management Section within ten (10) business days of the established criteria (CHP 735 – Section B), in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #8).

- The CHP 735 Officer monitors the suspense file and criminal conviction status when not completing other assigned duties. The CHP 735 Officer currently only has access to court information through CCHRS or the TCIS, at the actual court location, in order to verify the conviction status on suspended CHP 735's. Some delay is caused by the information received from the court and delayed entry into the CCHRS system. This delay can be up to a couple of months from the actual conviction date in some cases. In addition, with no immediate access to the TCIS system at the Area, this causes additional delays in regards to obtaining the court disposition status. Although the CHP 735's are normally processed once the conviction status is verified, no immediate or real time access is available to process the CHP 735's. Therefore, the CHP 735's are not always completed, reviewed and processed within the required ten day time frame.

Action Item #3 – Ensure the notes portion of the CHP 415 indicates billable DUI time and broken down by specific billable activity when the CHP 415 includes more than one activity. In addition, the arrestees name and case number shall be included on the CHP 415 in accordance with departmental policy, HPM 1.1, Chapter 20 (Question #13).

- It is the responsibility of the reviewing Lieutenant, on-duty Sergeant and CHP 735 Officer to ensure all time indicated on a submitted CHP 735 corresponds with an attached CHP 415 for that incident. The majority of the CHP 415's indicate billable activity time by highlighting the time to correspond with the CHP 735, however no additional information is placed in the notes portion as required.
- The majority of the officers handling incidents requiring a CHP 735 correctly categorize their activity between the CHP 415 and CHP 735. In addition, the majority of the officer's also place the defendants name on the CHP 415 as required. However, several of the CHP 415's submitted with the CHP 735's, for additional officers on scene, do not contain the defendant's name and have their activity time documented as "Other Assists." Although the total number of hours on the CHP 735 corresponds to the attached CHP 415, the billable activity time meeting the DUI Cost Recovery criteria, is not itemized on the CHP 415. As a result, this creates some confusion on the amount of time documented for DUI Cost Recovery for a specific incident for the additional officers.

Action Item #4 – Ensure cases not resulting in a conviction within 12 months after submission to the District Attorney are closed out after court verification of case status, in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #21).

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

age 4 of 5

Command: Baldwin Park	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 06/1/2009

- It was determined that CHP 735's pending convictions are placed in a suspense file. All CHP 735's pending disposition are placed in this file, including those beyond the 12 month processing time frame. Currently the CHP 735 Officer does not close out cases beyond the 12 month requirement if a warrant is issued and a conviction is obtained at a later date.
- Although some CHP 735's, beyond the 12 month processing time frame, were still located in the suspense file, those cases that were rejected by the District Attorney's office or not filed were properly closed out. The closed out cases were indicated by stamping REJECT or writing "plea to a lesser charge" on both the CHP 735 and CHP 735A and not processing them through FMS. All closed out cases, including those beyond the 12 month time frame should be processed in a similar manner to avoid inadvertent processing through FMS.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

The action items above have been immediately addressed by the command by providing updated briefing items and training to officers and sergeants. More specific information on each action item is listed in "Corrective Action Plan/Timeline" section.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

age 5 of 5

Command: Baldwin Park	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 06/1/2009

Required Action

Corrective Action Plan/Timeline

Action Item #1:

Sergeants will be immediately briefed to have officers complete DUI collision/735's prior to leaving their shift when going on vacation or extended days off. The importance of completing DUI collisions and CHP 735's in a timely manner will be briefed to the officers and sergeants. The A.I. review officer and Court Officer will be briefed that review of 735's will take precedence over items that are non-time sensitive.

Action Item #2:

The Area is currently working with the Courts to obtain TCIS information here at the Area. By having access to this program will give our CHP 735 officer direct access to conviction status which will enhance our turn-around time on CHP 735's pertaining to the "B" section. Until such time the CHP 735 officer will regularly check suspended CHP 735's in the AIS system.

Action Item #3:

The Area will address this issue by completing a briefing item addressing this issue. Officer Matt Vice (CHP 735 Officer) will provide training to the officers at the next Area training day. The review process of CHP 735's will be tightened up to watch for these issues.

Action Item #4:


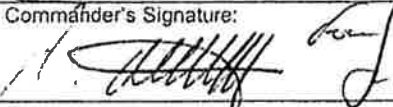
Since the inspection Officer Vice is closely monitoring the CHP 735 suspense file. He is also closing out cases that are beyond the 12 month suspense requirement.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 6-18-09
	INSPECTOR'S SIGNATURE 	DATE 6-15-09
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 6-24-09

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: Baldwin Park	Division: Southern	Number: Eight (8)
Evaluated by: Officer Ana Markey #17290		Date: 06/01/2009
Assisted by: Justine Lam		Date: 06/01/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspector's Signature:	
<input checked="" type="checkbox"/> Division Level	<input type="checkbox"/> Command Level		
<input type="checkbox"/> Office of Inspections	<input type="checkbox"/> Voluntary Self-Inspection		
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Follow-Up Inspection BY: _____	Commander's Signature: 	Date: 6/18/09
For applicable policies, refer to HPM 11.1, Chapter 6.			
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.			
1. Prior to the performance of services, is the contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
2. Does the billing rate include mileage and other expenses such as uniform or equipment damage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
4. Is the billing code documented on the Reimbursable Services Billing Memorandum?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
8. Are written requests for specific services directed to the appropriate command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
9. Are traffic control services less than \$50,000 approved by Division?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Of the documents reviewed none were over \$50,000
10. Are traffic control services estimated to be \$50,000 or more approved by the Office of the Commissioner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Of the documents reviewed none were over \$50,000.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES

11. Are extraordinary protective services approved by the Assistant Commissioner, Field?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed, none were protective services.
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Questions 12 through 17 pertain to collecting advance deposits.

12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
14. Are advance payments collected from the contracting company prior to the start of the service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

Questions 18 through 31 pertain to the preparation of agreements.

18. Is a CHP 466 maintained?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #1
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #1
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #1
22. Are sequential numbers not matching Billing Memorandums reconciled?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action #1
23. Is the original RSA signed and filed at Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed were over \$50,000.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Services Unit?				
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
29. Are dignitary protection services referred to the Office of Dignitary Protection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 32 through 38 pertain to training agreement procedures and reporting for services provided.				
32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No outside training has been provided by the Area.
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEPP, extraordinary protective services, and special projects) within 5 days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
34. Are copies of CHP 467 forms forwarded to the next level of review?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #1
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
38. Are outstanding items being inspected and resolved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 39 through 52 pertain to extraordinary protective services and report of overtime hours for reimbursable special projects.				
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Out of the documents that were reviewed, none were protective services.
40. Is a reimbursable special project code obtained on every contractual service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
44. Are overtime reports approved and dated by the commander after reconciling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: These reports are signed by the Commander's designee, Officer Carmody
45. Is the original overtime report(s) forwarded to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Per policy Southern Division overtime reports are due by the 15 th of the month.
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: None inspected. In the rare occasion non-uniformed time is involved the CHP 71 is attached to the O/T report.
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
51. Are all payments made directly to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Commands do not receive information from Headquarters regarding delinquent accounts. Therefore commands cannot track this information.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 1 of 3

Command: Baldwin Park	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 06/01/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Eighteen (18) Hours	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 06/22/2009		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

None.

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

On June 01, 2009, the Southern Division Inspection Team conducted an inspection of the Baldwin Park Area. The scope of the inspection included the Command Reimbursable Services. The inspection was conducted in accordance with the Administrative Procedures Manual, Highway Patrol Manual 11.1 (HPM), Chapter 6. Ten percent (13 documents) of the Area's Reimbursable Services documents for the previous 12 months were inspected.

Baldwin Park's reimbursable services is handled by the Area Overtime Coordinator, Officer A.J. Carmody as indicated in the Area Standard Operating Procedures (SOP). Officer Carmody has assumed this position for approximately 7 years. It was apparent during this inspection that Officer Carmody had good knowledge of the policies and procedures relating to reimbursable services.

After completion of the CHP 465 and 467, Officer Carmody forwards the documents to the Commander for review and signature.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 2 of 3

Command:	Division:	Chapter:
Baldwin Park	Southern	Eight (8)
Inspected by:	Date:	
Officer Ana Markey	06/01/2009	

ACTION ITEMS

Action Item #1

Question 18: Is a CHP466 maintained?

Question 20: Is the CHP466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?

Question 21: Are all sequential numbers accounted for when reconciling with the Billing Memorandum?

Question 22: Are sequential numbers not matching Billing Memorandums reconciled?

Question 36: Is a copy of the command's Reimbursable Services Control Log forwarded or emailed to the Division Coordinator at the end of each month?

- The log was neither reconciled nor forwarded to Southern Division as there was no CHP 466 (R# Log) maintained by the Area.

Notes: The following item was not a part of the Chapter 8 checklist however the discrepancies below were identified during the inspection.

The counter receipt number (on form CHP251) and the R# assigned to the detail were not written on the checks collected. Per HPM 11.1, Chapter 4, paragraph 8a. (6). the counter receipt number needs to be indicated on the check. See attached documents.

On the CHP 465 (Reimbursable Services Agreement Contract) there is a designated area for the Commander's signature. If the Area Commander is not available to sign the document, it is recommended the contract be signed by a Lieutenant or Sergeant.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 3 of 3.

Command: Baldwin Park	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 06/01/2009

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)
The Area concurs with the Action Item's listed above and will take immediate action to correct the items.
Please see below (Corrective Action Plan/Timeline) for Area corrective actions.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)
None.


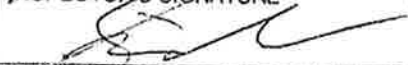

Required Action

Corrective Action Plan/Timeline

Action Item #1: Officer Carmody has been briefed on the findings and will now use the CHP 466 log and keep it up to date as we receive new Reimbursable Contracts. The Area will also reconcile the log on a quarterly basis and close out the log at the end of each fiscal year. Both the reconciliation of the log and closing out of the log has been set up in the Area suspense system. This log will be sent to Division at the end of each month.

The two items in the "notes" section have been discussed with Officer Carmody and the Office Services Supervisor who will ensure the R# and counter receipt number are written on all checks collected by the Area. They have also been briefed and will ensure the CHP 465 is forwarded to the Area Commander or designee for signature.

In order to ensure conformance with these policies the Administrative Sergeant has also been briefed on these additions and will monitor the completion of Reimbursable Services.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 6/17/09
	INSPECTOR'S SIGNATURE 	DATE 6-15-09
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 6-24-09

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 1 of 5

Command: Antelope Valley	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/26/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Eleven (11) hours	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 06/22/09		
Chapter Inspection: Eight (8) – Command DUI Cost Recovery			
Inspector's Comments Regarding Innovative Practices:			

The Area CHP 735 Officer has an exceptional understanding of the AIS regarding its functions and capabilities. The Area utilizes the AIS system to log in Traffic Collisions, Arrests, B.A.C. information as well as information regarding CHP 735 (Fiscal Management dates). By adequately utilizing this system to enter and store valuable information regarding these incidents, there is no duplication of information, thus eliminating the potential for errors. In addition, by utilizing the AIS system, the CHP 735A Case Log is automatically generated by the arrest date, which creates an accurate, up to date, suspense and tracking system.

Command Suggestions for Statewide Improvement:

None.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

age 2 of 5

Command: Antelope Valley	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/26/2009

Inspector's Findings:

On May 26, 2009, the Southern Division Inspection Team conducted an inspection of the Antelope Valley Area. The scope of the inspection included the Driving Under the Influence Cost Recovery Program (CHP 735). The inspection was conducted in accordance with the Command Inspections Manual, Highway Patrol Manual 22.1 (HPM), Chapter 8. Ten percent (19 documents) of the Area's CHP 735's for the previous twelve months were inspected. In addition, the Case Log – DUI Cost Recovery Program (CHP 735A), generated by Area Information System (AIS), was utilized to verify the tracking and processing of the CHP 735's.

The CHP 735 program is coordinated and processed by one of the Area Special Duty Officers (AI review and Evidence) as designated by Area Standard Operating Procedures (S.O.P.). Officer K. Wheeler, #15021, assumed the position in June 2007. In addition to regularly assigned duties (AI review, Evidence, etc.), the CHP 735 Officer has a good understanding of the requirements of HPM 11.1, Chapter 20, and is well organized with paperwork files. The CHP 735 Officer is well informed of the Area Information System (AIS) and all of its capabilities. Currently, the on-duty sergeant completes a review of the submitted CHP 735's and forwards them to the CHP 735 Officer. The CHP 735 Officer processes the submitted CHP 735's and signs for the Area Commander prior to processing to Fiscal Management Section (FMS). The CHP 735 Officer does not complete an additional review of submitted CHP 735's and relies strictly on the review by the on-duty sergeant. The CHP 735 Officer completes the review of only disputed claims at the requests of Fiscal Management Section (FMS).

The Antelope Valley Administrative Sergeant assumed the position in August 2008. The Administrative Sergeant supervises the CHP 735 Officer. All on-duty supervisors/sergeants are responsible for the review of CHP 735's submitted, to ensure completeness and accuracy (Briefing Item - February 2009).

The Antelope Valley Area Commander assumed the position in May 2008. It is apparent that the Area Commander has taken an active role in the management and importance of the Area's DUI Cost Recovery Program. The Area Commander currently relies upon the Area's Sergeants for submission and review of submitted CHP 735's.

ACTION ITEMS

Action Item #1 – Ensure all CHP 735's are processed and forwarded to Fiscal Management Section within ten (10) business days of the established criteria (CHP 735 – Section A), in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #7).

- It was determined that the processing of several CHP 735's are being delayed based upon times associated with report completion and supervisory review. Once the review is complete, the entire report and CHP 735 documentation is forwarded to the CHP 735 Officer for processing. The timeliness of submission of reports, CHP 735's and the sergeant's review causes a delay, therefore the ten day requirement is not always met on B.A.C. results received the day of arrest (Breath).

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: Antelope Valley	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/26/2009

age 3 of 5

- The majority of the CHP 735's not processed within the required ten day time frame were completed while the designated CHP 735 Officer was off or on vacation. The responsibility of processing CHP 735's are placed upon another officer during this time.

Action Item #2 – Ensure all CHP 735's are processed and forwarded to Fiscal Management Section within ten (10) business days of the established criteria (CHP 735 – Section B), in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #8).

- The CHP 735 Officer monitors the suspense file and criminal conviction status when not completing other assigned duties. The CHP 735 Officer currently only has access to court information through the CCHRS system to verify the conviction status on suspended CHP 735's. Although the CHP 735's are normally processed once the conviction status is verified, there is a delay caused by the information received from the court and delayed entry into the CCHRS system. This delay can be up to a couple of months from the actual conviction date in some cases. Currently there is no immediate or real time access available to check conviction status on the CHP 735's. Therefore, the CHP 735's are not always completed, reviewed and processed within the required ten day time frame.

Action Item #3 – Ensure the notes portion of the CHP 415 indicates billable DUI time and is broken down by specific billable activity when the CHP 415 includes more than one activity. In addition, the arrestees name and case number shall be included on the CHP 415 in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #13).

- It is the responsibility of the on-duty Sergeant to ensure all time indicated on a submitted CHP 735 corresponds with an attached CHP 415 for that incident. The CHP 415's indicate billable activity time by highlighting the time to correspond with the CHP 735, however no additional information is placed in the notes portion. Although several of the billable hours are itemized on the CHP 735, many of the same hours are placed under one block of time (ex: 3 hours = DUI TC) on the CHP 415 and are not easily recognizable and/or verifiable.
- Several of the CHP 415's submitted with the CHP 735's contain activity time as "Other Assists." Although the total number of hours on the CHP 735 corresponds to the attached CHP 415, the billable activity time meeting the DUI Cost Recovery criteria is not itemized on the CHP 415. As a result, this creates confusion on the amount of time claimed on a DUI Cost Recovery for a specific incident.
- Several of the CHP 415's contain incident investigation time or in-custody time that is transferred to the wrong category on the CHP 735. Although the total number of hours on the CHP 735 corresponds to the attached CHP 415, placing the activity time in the incorrect category causes confusion on the actual amount of time claimed on a DUI Cost Recovery for a specific incident.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 4 of 5

Command: Antelope Valley	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/26/2009

Action Item #4 – Ensure cases not resulting in a conviction within 12 months after submission to the District Attorney are closed out after court verification of case status (Question #21).

- It was determined that CHP 735's pending convictions are placed in a suspense binder. All CHP 735's pending disposition are placed in this file, including those beyond the 12 month processing time frame. Currently the CHP 735 Officer does not close out cases beyond the 12 month requirement.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

I have reviewed the audit of the Antelope Valley Area's Driving Under the Influence Cost Recovery Program (CHP 735). I found the audit and subsequent report to be thorough, informative and helpful. I believe all of the action items will result in more efficient operations and I concur with all of the report.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)
one.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

age 5 of 5

Command: Antelope Valley	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/26/2009

Required Action

Corrective Action Plan/Timeline

Action Item #1

The Area CHP 735 officer has a good grasp of the process required for quick submission of CHP 735s within ten business days. It appears we have a minor break-down in procedures when the CHP 735 officer is away for any extended period. Area management and the Area administrative supervisor will ensure any officer filling in during the CHP 735 officer's absences is thoroughly briefed. The administrative supervisor will follow up on the briefing to ensure these forms are properly completed and submitted within the required time-frames. **Action Item will be completed as needed**

Action Item #2

This action item is problematic in that it requires the Area court officer to physical follow up on the status of each case conviction. LA County Court system does not regularly update their CCHRS system and reports of disposition of cases can take up to two years. Area will ensure a regular review of the disposition of court cases. However, absent physically searching each case at the courts, it will be difficult to track the disposition of these cases. **Action Item not completed**

Action Item #3

Area will brief Area officers about the importance of clearly delineating the times and activity categories on their CHP 415s whenever a CHP 735 is completed. In addition, Area sergeants will carefully review officers' CHP 415s and the corresponding CHP 735s to ensure the correct times and categories are highlighted and itemized and that the two documents correspond. **Briefing Item no later than June 25, 2009.**

Action Item #4

The Area CHP 735 officer has been advised to ensure all cases beyond the 12 month processing time-frame are closed and removed from the system. **Action Item Completed**

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 6-17-09
	INSPECTOR'S SIGNATURE 	DATE 6-12-09
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 6-24-09

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

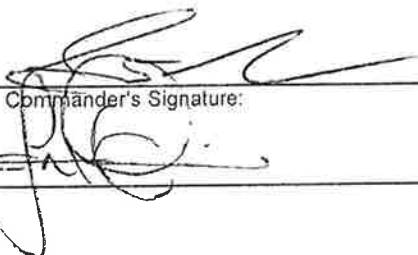
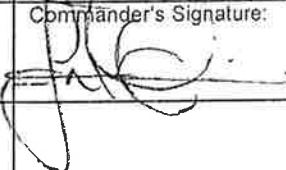
INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

Command: Antelope Valley	Division: Southern	Number: Eight (8)
Evaluated by: Sgt. Michael Stefanoff # 14924		Date: 05/27/2009
Assisted by: Officer Clifford Porter # 16738		Date: 05/27/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Office of Inspections <input type="checkbox"/> Voluntary Self-Inspection		Lead Inspector's Signature: 	
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Follow-Up Inspection BY: _____	Commander's Signature: 	Date: 6-17-09
For applicable policies, refer to HPM 11.1, Chapter 20.			
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.			
1. Does the command have sufficient procedures to ensure that a CHP 735, Incident Response Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
2. What are these procedures? <p>This command has the Area Accident Investigation Officer verify that the Cost Recovery Criteria has been met with an arrest for a violation of California Vehicle Code section 23152 or 23153. He/she also determines if the arrested party caused a response to an incident and has a supporting Blood Alcohol Concentration Test (BAC Test) with a result of .08% or greater, meeting the criteria for the CHP 735 "A" section. The officer may utilize the conditions of the CHP 735 "B" section in the case of a BAC Test that returns under the .08%, a refusal to take the BAC Test, or a chemical test that is for drugs only. The Accident Investigation Officer reviews the report and ensures that a CHP 735 is attached when the criteria is met. The Accident Investigation Officer then forwards the CHP 735 and the report to the Sergeant on duty. The Sergeant then reviews the Arrest report along with the CHP 735, verifying the CHP 735 meets the required criteria and that the time indicated on the CHP 735 corresponds to the time indicated on the attached CHP 415. The report along with the CHP 735 is then forwarded to the CHP 735 Officer. The CHP 735 Officer signs the CHP 735 for the Commander and forwards the CHP 735 to Fiscal Management Section (FMS)</p>			
3. Does the command have a specific employee(s) assigned to process all CHP 735 forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
4. If the answer to question 3 of this checklist is yes, is the responsibility of processing all CHP 735 forms listed in their job description or any other document?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: Area S.O.P. Division 2-Chapter 7.1 (C)(5)(b).

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

5. Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: <ul style="list-style-type: none"> • A Blood Alcohol Content (BAC) under .08% • A chemical test is positive for drugs only • There is no supporting BAC test of drug test (i.e., a refusal) 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? <ul style="list-style-type: none"> • The date of BAC results of $\geq .08\%$ were received • The date of BAC results of $\geq .04\%$ were received for a commercial driver 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 1.
8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? <ul style="list-style-type: none"> • The person arrested refused to provide a chemical test • The arrest was for drugs only • A BAC of $< .08\%$ was obtained 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action Item # 2.
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None Inspected.
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 3.
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? <ul style="list-style-type: none"> • Response Time • On-Scene Investigation • Follow-up Investigation • Report Writing • Vehicle Storage • Call Back • Field Sobriety Testing • Transportation • Booking • Chemical Testing • Traffic Control 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Is a copy of the CHP 735 being retained at the command and filed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
19. In the absence of a CHP 735A, how is the command tracking the DUI Cost Recovery Program? N/A, Currently utilizing the CHP 735 A document for tracking the DUI Cost Recovery Program.				
20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? <ul style="list-style-type: none"> • Defendant Information • Violation Information • Court Information • FMS Information • BAC test results 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

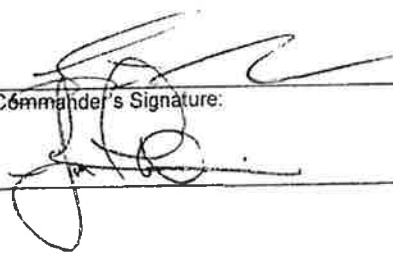
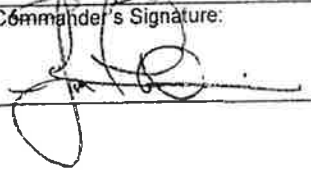
COMMAND DUI COST RECOVERY

21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 4.
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Processed by F.M.S.
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Question 25 pertains to Fiscal Management Section.				
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: All returned 735's for corrections are reviewed by the CHP 735 Officer.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: Antelope Valley	Division: Southern	Number: Eight (8)
Evaluated by: Officer Ana Markey #17290		Date: 05/26/2009
Assisted by: Justine Lam		Date: 05/26/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Office of Inspections <input type="checkbox"/> Voluntary Self-Inspection		Lead Inspector's Signature: 		
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Follow-Up Inspection BY: _____	Commander's Signature: 	
Date: 6-17-09				
For applicable policies, refer to HPM 11.1, Chapter 6.				
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.				
1. Prior to the performance of services, is the contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
2. Does the billing rate include mileage and other expenses such as uniform or equipment damage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
4. Is the billing code documented on the Reimbursable Services Billing Memorandum?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
8. Are written requests for specific services directed to the appropriate command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
9. Are traffic control services less than \$50,000 approved by Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
10. Are traffic control services estimated to be \$50,000 or more approved by the Office of the Commissioner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed none were over \$50,000.
11. Are extraordinary protective services approved by the Assistant Commissioner, Field?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed, none were protective services.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Questions 12 through 17 pertain to collecting advance deposits.

12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
14. Are advance payments collected from the contracting company prior to the start of the service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

Questions 18 through 31 pertain to the preparation of agreements.

18. Is a CHP 466 maintained?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #1
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #1
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #1
22. Are sequential numbers not matching Billing Memorandums reconciled?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #1
23. Is the original RSA signed and filed at Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed were over \$50,000.
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
29. Are dignitary protection services referred to the Office of Dignitary Protection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 32 through 38 pertain to training agreement procedures and reporting for services provided.				
32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No outside training has been provided by the Area.
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEED, MAZEED, extraordinary protective services, and special projects) within 5 days?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #2
34. Are copies of CHP 467 forms forwarded to the next level of review?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #1
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
38. Are outstanding items being inspected and resolved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 39 through 52 pertain to extraordinary protective services and report of overtime hours for reimbursable special projects.				
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Out of the documents that were reviewed, none were protective services.
40. Is a reimbursable special project code obtained on every contractual service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
44. Are overtime reports approved and dated by the commander after reconciling?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #3
45. Is the original overtime report(s) forwarded to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEED/MAZEED)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Per policy Southern Division overtime reports are due by

STATE OF CALIFORNIA
 DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
 CHAPTER 8
 COMMAND REIMBURSABLE SERVICES

				the 15 th of the month.
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None inspected. In the rare occasion non-uniformed time is involved the CHP 71 is attached to the O/T report.
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
51. Are all payments made directly to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Commands do not receive information from Headquarters regarding delinquent accounts. Therefore commands cannot track this information.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 1 of 4

Command: Antelope Valley	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 05/26/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Eighteen (18) Hours	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 06/22/2009		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

None.

Command Suggestions for Statewide Improvement:

Not already in the process, the reimbursable services program should be further automated into one of the Department's various fiscal spreadsheet programs. Items such as the CHP 466 would be much more efficient if they were processed in a database attached to the LAN/WAN. In addition, Department Policy requiring a five day submission of contracts to Fiscal Management Section should be reviewed to ensure it is updated as needed.

Inspector's Findings:

On May 26, 2009, the Southern Division Inspection Team conducted an inspection of the Antelope Valley Area. The scope of the inspection included the Command Reimbursable Services. The inspection was conducted in accordance with the Command Inspections Manual, HPM 22.1, Chapter 8 and Administrative Procedures Manual HPM 11.1 (HPM), Chapter 6. Ten percent (11 documents) of the Area's Reimbursable Services documents for the previous 12 months were inspected.

Antelope Valley's reimbursable services is handled by the Area Overtime Coordinator, Officer Ben Moya as indicated in the Area Operating Procedures (SOP). Officer Moya has assumed this position for approximately 14 months.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

age 2 of 4

Command: Antelope Valley	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 05/26/2009

ACTION ITEMS

Action Item #1

Question 18: Is a CHP466 maintained?

Question 20: Is the CHP466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?

Question 21: Are all sequential numbers accounted for when reconciling with the Billing Memorandum?

Question 22: Are sequential numbers not matching Billing Memorandums reconciled?

Question 36: Is a copy of the command's Reimbursable Services Control Log forwarded or emailed to the Division Coordinator at the end of each month?

- The log was neither reconciled nor forwarded to Southern Division as there was no CHP 466 (R# Log) maintained by the Area.

Action Item #2

Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP/ MAZEEP, extraordinary protective services, and special projects) within 5 days? (Question #33).

- Three documents out of the 11 reviewed were not completed within the 5 days. Although the 5 day time frame is not in policy, it is recommended these documents are sent to Fiscal Management Section as expeditiously as possible. See attached documents.

Action Item #3

Are all overtime reports approved and dated by the commander after reconciling? (Question #44).

- The Area did not have the Commander sign Cozeep and Mazeep reports. See attached documents.

Note: The following item was not part of the Chapter 8 checklist however the discrepancy below was identified during the inspection.

The counter receipt number (on form CHP 251) and the R# assigned to the detail were not written on the checks collected. Per HPM 11.1, Chapter 4, paragraph 8a. (6). the counter receipt number needs to be indicated on the

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 3 of 4

Command: Antelope Valley	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 05/26/2009

check. See attached documents.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

I have reviewed the report completed by the Southern Division Inspection Team conducted on the Antelope Valley Area on May 26, 2009. With the exception of one minor discrepancy, I found the audit and subsequent report to be thorough and well researched. The suggested action items when implemented will create a more efficient response to the Department's needs in the audited areas.

One minor discrepancy involved Action Item #3 involving command signature on monthly overtime reconciliation reports. In reviewing these documents, it was clear that I or my designee reviewed and signed each of the monthly reports.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

Action Item #3 was derived from overtime Cozeep/Mazeep reports not being signed by Commander or designee. Copies of these reports are attached in Section II, XII.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: Antelope Valley	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 05/26/2009

Page 4 of 4

Required Action
Corrective Action Plan/Timeline

Action Item #1:

Area was not utilizing a CHP 466, Reimbursable Services Control Log. Therefore, a log was not closed out at the end of each fiscal year and new logs were not changed out at the start of new fiscal years.

On June 1, 2009, following the audit, the Area overtime coordinator implemented the use of a CHP 466. He is aware of the requirements of the log and will ensure that items are entered in a sequential order and accounted for when reconciling the billing memorandum. He will also ensure the log is reconciled and forwarded to the Southern Division coordinator at the end of each month. **Action Item Corrected**

Action Item #2:

The Area overtime coordinator has been advised of the necessity for prompt processing of all contract agreements submitted to Fiscal Management Section (FMS). He will continue to ensure all CHP 467s, BILLING MEMORANDUM - Reimbursable Services, are submitted within five days. **Action Item Corrected**

Action Item #3

As noted in the commander's response, we believe this item is being completed. All of the monthly reconciliation reports were signed by the commander or his designee. However, we will continue to carefully scrutinize these reports and assure there is command review each month. **Action Item Corrected**

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 6-17-09
	INSPECTOR'S SIGNATURE 	DATE 6-12-09
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 6-26-09

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

age 1 of 6

Command: Altadena	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 06/15/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Fifteen (15) hours	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division		
Due Date: 06/22/09			
Chapter Inspection: Eight (8) – Command DUI Cost Recovery			
Inspector's Comments Regarding Innovative Practices: None.			

Command Suggestions for Statewide Improvement: None.

Inspector's Findings:

On June 16, 2009, the Southern Division Inspection Team conducted an inspection of the Altadena Area. The scope of the inspection included the Driving Under the Influence Cost Recovery Program (CHP 735). The inspection was conducted in accordance with the Command Inspections Manual, Highway Patrol Manual 22.1 (HPM), Chapter 8. Ten percent (18 documents) of the Area's CHP 735's for the previous twelve months were inspected. Due to some discrepancies on the completed CHP 735's, time frames, reimbursable billing rates and attached CHP 415's, an additional ten percent (18 total documents) were inspected. Due to the same discrepancies a 100% of the Area's CHP 735's were inspected. In addition, the Case Log – DUI Cost Recovery Program (CHP 735A), generated by Area Information System (AIS), was utilized to verify the processing of the CHP 735's. The CHP 735 program is processed and monitored by the Area Court Officer. Officer A. Bender, #18012, assumed the position in June 2008. In addition to regularly assigned duties (court, filings, etc.), the CHP 735 Officer has a solid understanding of the requirements of HPM 11.1, Chapter 20, and is fairly organized with paperwork files. Although the on-duty sergeant's ensure a CHP 735 is completed when specific criteria is met, the CHP 735 Officer is the only level of review for submitted CHP 735's and

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

Command: Altadena	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 06/15/2009

age 2 of 6

currently signs for the Area Commander. There is no additional review of submitted CHP 735's by supervision or management prior to processing to Fiscal Management Section (FMS).

The Altadena Area Commander assumed the position in May 2004. It is apparent that the Area commander has taken an active role in the management and importance of the Area's DUI Cost Recovery Program. Due to a previous audit last month from Headquarters, the Area is in the process of identifying deficiencies and correcting those problems with the current processing and submission of CHP 735's.

ACTION ITEMS

Action Item #1 – Ensure the specific employee designated for processing CHP 735's has the information listed in their job description or any other document (ie: Area S.O.P.) (Question #4).

- Currently the Area has designated the Area Court Officer to review and process all CHP 735's submitted. Although the CHP 735 has a clear understanding of the job description and CHP 735 process, it is not documented in Area S.O.P. or his current Job Description.

Action Item #2 – Ensure all CHP 735's are forwarded to Fiscal Management Section properly with completed criteria in either Section A or Section B of the form, in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #5).

- It was determined that several CHP 735's were incorrectly filled out by Area Officers. Several of the forms completed were out dated and/or filled out by hand, containing inaccurate information- (wrong reimbursable rates, missing names and or CHP 415's). Although the majority of the reimbursable rates and hours were correctly billed, several of the forms contained omitted information causing confusion to the actual amount of time and activity meeting the DUI Cost Recovery criteria.
- Prior to last month the Area did not require Area Officers to submit their CHP 415's along with the completed CHP 735. With no immediate verification or review of the CHP 415, no adequate review of the activity meeting the DUI Cost Recovery Criteria could be established. Since the prior audit, the CHP 735 Officer has attempted to obtain and attach the CHP 415's with the corresponding CHP 735 for the previous twelve months. Without this verification immediately available, there is no justification for billable hours for disputed claims or future audits/inspections.

Action Item #3 – Ensure all CHP 735's are processed and forwarded to Fiscal Management Section within ten (10) business days of the established criteria (CHP 735 – Section A), in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #7).

- It was determined that the processing of CHP 735's is delayed based upon report completion, Accident Investigation review and processing to the CHP 735 Officer. Once the review is

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: Altadena	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 06/15/2009

Page 3 of 6

completed, the entire report and CHP 735 documentation is forwarded to the Area Court Officer for final review, processing and criminal filing. With this delay in report completion, submission and review, the ten day requirement is not met on several B.A.C. results received the day of arrest (Breath).

- It was determined that several different methods of recording the date the CHP 735 was forwarded to FMS have been utilized. Some CHP 735's have the date written directly on them. Some documents have the date indicated in the AIS and therefore is present on the CHP 735A when generated. Several dates are indicated on both the CHP 735 and in AIS. Although eventually processed, there is no consistent method of recording the date the CHP 735's were forwarded to FMS.

Action Item #4 – Ensure the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record, in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #12).

- Prior to May 2009, Area Officers were not submitting their CHP 415's along with the CHP 735. No additional comparison or review of the documents was completed by anyone other than the officer handling the incident. With no immediate verification or review of the CHP 415, no adequate review of the activity meeting the DUI Cost Recovery Criteria could be established. Since the prior audit, the CHP 735 Officer has attempted to obtain and attach the CHP 415's with the corresponding CHP 735 for the previous twelve months. Although several CHP 415's have now been attached and verified, several CHP 415's for subsequent days of activity time (ie: reporting writing time) could not be located or were not attached. Without this verification immediately available, there is no justification for billable hours for disputed claims or future audits/inspections.
- In addition, the CHP 735 Officer is currently the final and only level of review for the submitted CHP 735's. With the volume of CHP 735's submitted the accuracy and appropriate documentation requires adequate review prior to processing. Without proper documentation, there is no justification for billable hours meeting the DUI Cost Recovery Criteria.

Action Item #5 – Ensure the notes portion of the CHP 415 indicates billable DUI time and broken down by specific billable activity when the CHP 415 includes more than one activity. In addition, the arrestees name and case number shall be included on the CHP 415 in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #13).

- The Area CHP 735 Officer ensures all time indicated on a submitted CHP 735 corresponds with an attached CHP 415 for that incident. However, prior to May 2009, the Area did not require the officers to attach their CHP 415's. In addition, most of the CHP 415's that were attached do not indicate what billable activity is recorded on the CHP 735 as required. With varying activity completed during a shift, it is difficult to verify billable activity time on the CHP 415. Although the

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

age 4 of 6

Command: Altadena	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 06/15/2009

billable hours are itemized on the CHP 735, many of the same hours are placed under one block of time on the CHP 415 (ex: 3 hours = 202/555 - DUI TC) and are not easily recognizable and/or verifiable. No additional information, regarding their activity, is placed in the notes portion as required.

- The majority of the investigating officers handling incidents requiring a CHP 735 correctly categorize their activity between the CHP 415 and CHP 735. In addition, only a few of the officers place the defendants name and case number on the CHP 415 as required. Most of the CHP 415's submitted with the CHP 735's, for additional officers on scene, do not contain the defendant's name and have their activity time documented as "Other Assists." Although the total number of hours on the CHP 735 usually corresponds to the attached CHP 415, the billable activity time, meeting the DUI Cost Recovery criteria, is not itemized on the CHP 415. As a result, this creates some confusion on the amount of time documented for DUI Cost Recovery for a specific incident for the additional officers.
- The Area Field Training Officers (FTO's) attach their CHP 415's with the Trainee's for submission with the CHP 735 and usually the time is not itemized on the CHP 415. Instead, all time on the CHP 415 indicates FTO under the activity time, with no corresponding time to verify with the CHP 735.

Action Item #6 – Ensure the current hourly rate for reimbursement, based upon the Comm-Net sent to the command by FMS, is being utilized, in accordance with departmental policy, HPM 11.1, Chapter 20. In addition, the most current revision of the CHP 735 shall be utilized to ensure proper billing amounts (Question #16).

- The Area has received the current information regarding, Comm-Net (11/19/08) indicating the DUI reimbursement amount of \$84.00 per hour, effective November 1, 2008. Although the Area CHP 735 Officer has attempted to verify the accuracy of the amount indicated on the CHP 735, it was determined that previous revisions of the CHP 735 were utilized on occasion.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

I concur with the inspector's findings.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

age 5 of 6

Command: Altadena	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 06/15/2009

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

Required Action

Corrective Action Plan/Timeline

All action items will be put in to effect immediately. The sergeants will brief the officers at briefings. However, the next Area training days are in August and Officer Bender will provide training to all officers at the training days.

Action Item #1

The CHP 735 Officer's job description will be placed in the Area SOP and/or in a file kept with the special duty supervisor.

Action Item #2

Officer Bender will conduct CHP 735 training at the next area training day, which will include correct billing rates and proper field entries on the form itself.

Officer Bender will also provide 415 training as it relates to 735's. Sergeant hours and FTO hours will be addressed as well. Sergeants and FTO's will be requested to itemize the time spent on the DUI related incident which is accounted for on the 735.

Officer Bender will check each 415 for accuracy and compare it to each 735 before submission to Fiscal Management Section (FMS).

Action Item #3

rather than officers attaching the CHP 735 with the collision/arrest report, they will leave them in a clearly marked box in the Altadena de-briefing room. This will ensure the 735 can meet the 10 day requirement. This process will be briefed at the next Altadena training day by Officer Bender.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

age 6 of 6

Command: Altadena	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 06/15/2009

The date when each 735 is received by Officer Bender will be recorded into the AIS system. The date the 735 is sent to FMS will be recorded into the AIS system and on the 735 itself.

Action Item #4

The Altadena Area is now properly briefed on the need to have 415's attached to each 735 and on the proper note taking on each 415. This will be reiterated at the next Area training day.

Sergeants will be requested to review that, not only a CHP 735 exists with the report, but that the hours billed are accounted for on the attached 415's.

As a second level of review Officer Bender will review each 415 as it relates to the 735. If there is a time discrepancy, the 735 will be returned to the investigating officer for correction.

Action Item #5

The Altadena Area will be trained at the next training day to itemize their time billed on the CHP 735 in the notes section of the 415. In addition, the name and case number will be included in the notes section. Officer Bender will prepare a sample 415 to illustrate the proper notations required. In addition, officers will be asked to provide any 415 which may include report writing time from a previous day's arrest.

FTO's will be requested to itemize their DUI time as it relates to their trainee's DUI arrest. Sergeant Lynch (Altadena FTEP Coordinator) was notified of this via e-mail by Officer Bender on 06/17/09.

Action item #6

The current \$84 hourly rate to be billed on each CHP 735 will be reiterated at the next Altadena Area training day. Any 735 which bills \$88 after 11/01/08 will be amended and the individual will be refunded the difference.

Sergeants will be requested to verify the correct amount (\$84/Hour) has been billed. Officer Bender will then make the same verification.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 06/25/09
	INSPECTOR'S SIGNATURE 	DATE 6-19-09
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 6.24.09

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL


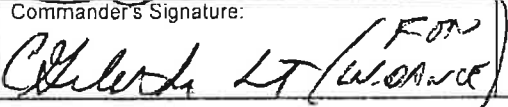
INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

Command: Altadena (575)	Division: Southern	Number: Eight (8)
Evaluated by: Sgt. Michael Stefanoff # 14924		Date: 06/16/2009
Assisted by: Officer Clifford Porter # 16738		Date: 06/16/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspector's Signature:			
<input checked="" type="checkbox"/> Division Level	<input type="checkbox"/> Command Level				
<input type="checkbox"/> Office of Inspections	<input type="checkbox"/> Voluntary Self-Inspection				
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Follow-Up Inspection	Commander's Signature:		
BY: _____				Date: 06/25/09	
For applicable policies, refer to HPM 11.1, Chapter 20.					
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.					
1. Does the command have sufficient procedures to ensure that a CHP 735, Incident Response Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks
2. What are these procedures?					
<p>This command has the Area Accident Investigation Officer verify that the Cost Recovery Criteria has been met with an arrest for a violation of California Vehicle Code section 23152 or 23153. He/she also determines if the arrested party caused a response to an incident and has a supporting Blood Alcohol Concentration Test (BAC Test) with a result of .08% or greater, meeting the criteria for the CHP 735 A section. The Officer may utilize the conditions of the CHP 735 B Section in the case of a BAC Test that returns under the .08%, a refusal to take the BAC Test, or a chemical test that is for drugs only. The Accident Investigation Officer submits the report along with the 735 to the Sergeant on duty. The sergeant then forwards the report and the 735 to the Accident Investigation Review Officer who reviews the report and ensures that a CHP 735 is attached when the criteria is met. The Accident Investigation Review Officer separates the CHP 735 and forwards it to the CHP 735 Officer (Court Officer). The CHP 735 Officer reviews the CHP 735 for accuracy and signs the 735 on behalf of the Captain. Once the CHP 735 has been signed, the CHP 735 Officer forwards the reports to Fiscal Management Section (FMS). The CHP 735's that are pending a conviction date or a blood result are put in a separate file and are checked on a weekly basis.</p>					
3. Does the command have a specific employee(s) assigned to process all CHP 735 forms?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks.
4. If the answer to question 3 of this checklist is yes, is the responsibility of processing all CHP 735 forms listed in their job description or any other document?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 1.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

5. Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 2.
6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: <ul style="list-style-type: none"> • A Blood Alcohol Content (BAC) under .08% • A chemical test is positive for drugs only • There is no supporting BAC test of drug test (i.e., a refusal) 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks
7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? <ul style="list-style-type: none"> • The date of BAC results of $\geq .08\%$ were received • The date of BAC results of $\geq .04\%$ were received for a commercial driver 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 3.
8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? <ul style="list-style-type: none"> • The person arrested refused to provide a chemical test • The arrest was for drugs only • A BAC of $< .08\%$ was obtained 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks None Inspected
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 4.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks See Action Item # 5.
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? <ul style="list-style-type: none"> • Response Time • On-Scene Investigation • Follow-up Investigation • Report Writing • Vehicle Storage • Call Back • Field Sobriety Testing • Transportation • Booking • Chemical Testing • Traffic Control 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Action Item # 6.
17. Is a copy of the CHP 735 being retained at the command and filed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
19. In the absence of a CHP 735A, how is the command tracking the DUI Cost Recovery Program? This command utilizes the CHP 735A log to track the DUI Cost Recovery Program.				
20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? <ul style="list-style-type: none"> • Defendant Information • Violation Information 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

<ul style="list-style-type: none"> • Court Information • FMS Information • BAC test results 				
21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Question 25 pertains to Fiscal Management Section.				
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: All returned 735's for corrections are reviewed by the Court Officer.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

age 1 of 3

Command: Altadena	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 06/15/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Eighteen (18) Hours	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 06/22/2009		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

None.

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

On June 15, 2009, the Southern Division Inspection Team conducted an inspection of the Altadena Area. The scope of the inspection included the Command Reimbursable Services. The inspection was conducted in accordance with the Administrative Procedures Manual, Highway Patrol Manual 11.1 (HPM), Chapter 6. Ten percent (16 documents) of the Area's Reimbursable Services documents for the previous 12 months were inspected.

Altadena's reimbursable services are handled by the Area Overtime Coordinator, Officer Mark Larson. Officer Larson has assumed this position for approximately 1 year. It was apparent during this inspection that Officer Larson had good knowledge of the policies and procedures relating to reimbursable services.

Altadena Area's reimbursable services for COZEEP and MAZEEP is handled by Office Technician, Stacy Morning. Stacy Morning has assumed this position for the past two years. It was apparent during this inspection that Office Technician Morning had good knowledge of the policies and procedures relating to Cozeep/Mazeep reimbursable services.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: Altadena	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 06/15/2009

Page 2 of 3

After completion of the CHP 465 and 467, Officer Larson forwards the documents to the Commander or designee for review and signature.

ACTION ITEMS

Action Item #1

Question #33 - Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEED, MAZEED, extraordinary protective services, and special project) within 5 days.

- 5 documents reviewed did not get completed within the 5 day timeframe. See attached documents.
- Although the 5 day timeframe is not in policy, it is recommended that the CHP 467 and CHP 465 be sent to Fiscal Management Section (FMS) as expeditiously as possible.

Notes: The following item was not a part of the Chapter 8 checklist however the discrepancies below were identified during the inspection.

The counter receipt number (on form CHP251) and the R# assigned to the detail were not written on the checks collected. Per HPM 11.1, Chapter 4, paragraph 8a. (6). the counter receipt number needs to be indicated on the check. See attached documents.

The Area's Standard Operating Procedures Manual (SOP) did not have a section describing the duties of the Area Overtime Coordinator. I was told the Area Commander was in the process of completing a new Standard Operating Procedures Manual for the office.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

I concur with the inspector's findings.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 3 of 3

Command: Altadena	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 06/15/2009

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

Required Action

Corrective Action Plan/Timeline

The action items will be corrected immediately.

Action Item #1

The Area will forward CHP 467s and CHP 465s to Fiscal Management Section (FMS) as expeditiously as possible and will set the 5 day timeframe as a goal.

Notes: The following item was not a part of the Chapter 8 checklist however the discrepancies below were identified during the inspection.

*The counter receipt number (on form CHP251) and the R# assigned to the detail were not written on the checks collected. Per HPM 11.1, Chapter 4, paragraph 8a. (6). the counter receipt number needs to be indicated on the check. See attached documents. **The counter receipt number (on form CHP 251) and the R# assigned to the detail will be written on all checks collected.***

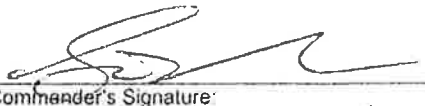
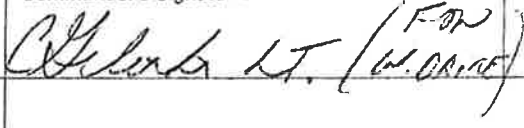
*The Area's Standard Operating Procedures Manual (SOP) did not have a section describing the duties of the Area Overtime Coordinator. I was told the Area Commander was in the process of completing a new Standard Operating Procedures Manual for the office. **The duties of the Overtime Coordinator will be added to the SOP.***

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 06/25/09
	INSPECTOR'S SIGNATURE 	DATE 6-19-09
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 6-24-09

STATE OF CALIFORNIA
 DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
 CHAPTER 8
 COMMAND REIMBURSABLE SERVICES

Command: Altadena	Division: Southern	Number: Eight (8)
Evaluated by: Officer Ana Markey #17290		Date: 06/15/2009
Assisted by: Justine Lam		Date: 06/15/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION				Lead Inspector's Signature:
<input checked="" type="checkbox"/> Division Level		<input type="checkbox"/> Command Level		
<input type="checkbox"/> Office of Inspections		<input type="checkbox"/> Voluntary Self-Inspection		
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Follow-Up Inspection BY: _____		Commander's Signature:  LT. (W. ORRIS)
Date: 06/25/09				
For applicable policies, refer to HPM 11.1, Chapter 6.				
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.				
1. Prior to the performance of services, is the contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
2. Does the billing rate include mileage and other expenses such as uniform or equipment damage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
4. Is the billing code documented on the Reimbursable Services Billing Memorandum?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
8. Are written requests for specific services directed to the appropriate command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
9. Are traffic control services less than \$50,000 approved by Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
10. Are traffic control services estimated to be \$50,000 or more approved by the Office of the Commissioner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed none were over \$50,000.
11. Are extraordinary protective services approved by the Assistant Commissioner, Field?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed, none were protective services.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Questions 12 through 17 pertain to collecting advance deposits.

12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
14. Are advance payments collected from the contracting company prior to the start of the service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

Questions 18 through 31 pertain to the preparation of agreements.

18. Is a CHP 466 maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
22. Are sequential numbers not matching Billing Memorandums reconciled?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
23. Is the original RSA signed and filed at Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed were over \$50,000
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
29. Are dignitary protection services referred to the Office of Dignitary Protection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 32 through 38 pertain to training agreement procedures and reporting for services provided.				
32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No outside training has been provided by the Area
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #1
34. Are copies of CHP 467 forms forwarded to the next level of review?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
38. Are outstanding items being inspected and resolved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 39 through 52 pertain to extraordinary protective services and report of overtime hours for reimbursable special projects.				
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Out of the documents that were reviewed, none were protective services.
40. Is a reimbursable special project code obtained on every contractual service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
44. Are overtime reports approved and dated by the commander after reconciling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Per policy Southern Division overtime reports are due by the 15 th of the month.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None inspected. In the rare occasion non-uniformed time is involved, CHP71 is attached to the OT report.
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
51. Are all payments made directly to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Commands do not receive information from Headquarters regarding delinquent accounts. Therefore commands cannot track the information